

# 2016 HOME Request for Proposals

Proposal: **Main on Main**

Redevelopment of property located at 1062 and 1072 Main Street in Springfield, OR

35 new units of affordable housing, including 7 units for individuals with a developmental disability

Submitted by: St. Vincent de Paul Society of Lane County, Inc.

Date: February 5, 2016



Eugene-Springfield Consortium

City of Eugene  
99 W. 10<sup>th</sup> Avenue  
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## APPLICATION FOR HOME FUNDS

### General Instructions

#### Application Components:

The Application for HOME funds has three parts, all of which must be submitted for an application to be reviewed:

1. **Narrative Questions**

This WORD document contains the Narrative Questions portion of the application. The Narrative Questions are divided into "Sections." For example, Section 1 is *Project Summary*.

2. **Project Proforma & Other Forms**

The Project Proforma & other forms portion of the application are EXCEL documents.

3. **Common Attachments**

The Table of Contents of this document lists the attachments that are required behind each section.

#### Application Assembly:

- Applications must include a completed and signed *Table of Contents/Self-Certification* and *Is Your Project Compatible with HOME Funding* checklists.
- The Application requires 10 Sections as outlined in the Table of Contents. Materials should be organized in the following manner:
  - First, insert the responses to the narrative questions behind labeled section tabs for its corresponding Section
  - Second, insert relevant Forms
  - Third, insert required attachments using colored separator sheets labeled with the name of the Attachment in front of each attachment

#### Submit Your Application by 12:00 pm (noon) Friday February 5, 2016.

- Submit seven (7) copies of the application to Ellen Meyi-Galloway at 99 W 10<sup>th</sup> Ave. Eugene, OR 97401
- Submit an electronic copy via email to [ellen.e.meyi-galloway@ci.eugene.or.us](mailto:ellen.e.meyi-galloway@ci.eugene.or.us)

## 2014 HOME/Affordable Housing RFP Application Table of Contents/Self-Certification Checklist

<b>Project Summary</b>	
Section 1	<input checked="" type="checkbox"/> Project Summary
Attachments	<input checked="" type="checkbox"/> Map showing project location, nearby facilities and distances

<b>Project Description</b>	
Section 2	<input checked="" type="checkbox"/> Project Description
Attachments	<input checked="" type="checkbox"/> Preliminary drawings and site plan
	<input checked="" type="checkbox"/> Documentation of Site Control
	<input checked="" type="checkbox"/> Informational Notice to Seller (if acquisition project)
	<input checked="" type="checkbox"/> Title Report (if available)
	<input checked="" type="checkbox"/> Photos of the site, buildings, and interiors of units (if existing units)

<b>Need &amp; Population Served</b>	
Section 3	<input checked="" type="checkbox"/> Need & Population Served

<b>Relocation</b>	
Section 4	<input checked="" type="checkbox"/> Relocation
Form 4	<input checked="" type="checkbox"/> Relocation Budget
Attachments	<input checked="" type="checkbox"/> Tenant Relocation Plan
	<input checked="" type="checkbox"/> Samples of the General Information Notice issued to all current occupants
	<input checked="" type="checkbox"/> Tenant Rosters (current and last 30 days)
	<input checked="" type="checkbox"/> Draft Move-In Notice
	<input checked="" type="checkbox"/> Draft Intent to Vacate Notice

<b>Project Schedule</b>	
Section 5	<input checked="" type="checkbox"/> Project Schedule narrative
Form 5	<input checked="" type="checkbox"/> Project Schedule

<b>Development Budget(s)</b>	
Section 6	<input checked="" type="checkbox"/> Development Budget(s) narrative
Form 6	<input checked="" type="checkbox"/> Proforma

<b>Project Financing</b>	
Section 7	<input checked="" type="checkbox"/> Project Financing
Attachments	<input checked="" type="checkbox"/> Funding commitment or interest letters

	<input checked="" type="checkbox"/> Description of status of investor negotiations
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<b>Project Operations</b>	
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Section 8	<input checked="" type="checkbox"/> Operating Budget narrative
Attachments	<input checked="" type="checkbox"/> Documentation of utility allowance schedule

<b>Development Team</b>	
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Section 9	<input checked="" type="checkbox"/> Project Team
Form 9	<input checked="" type="checkbox"/> Identity of Interest Matrix
Attachments	<input checked="" type="checkbox"/> Development consultant agreement
	<input checked="" type="checkbox"/> Most recent audited financial statement and current year operating budget

<b>Services</b>	
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Section 10	<input checked="" type="checkbox"/> Services
Attachments	<input checked="" type="checkbox"/> Memorandum of Understanding
	<input checked="" type="checkbox"/> Services funding commitment letters

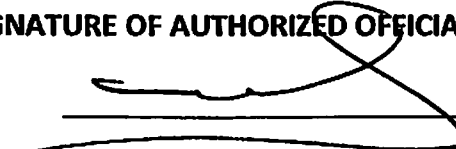
If any item listed above is not checked or is not applicable to your project, please reference the specific document and provide an explanation here:

The operating budget can cover the cost of the support services that will be provided by Mainstream Housing; therefore, no services funding commitment letters are attached.

### Self-Certification of Threshold Requirements

I, Terrence R. McDonald, Executive Director of St. Vincent de Paul Society of Lane County, Inc., acknowledge that I have completed the self-certified threshold checklist and that all the required documentation necessary to review this application has been included.

#### ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature:		Title:	Executive Director
Name:	Terrence R. McDonald	Date:	2/5/16
Organization:	St. Vincent de Paul Society of Lane County, Inc.	Project:	Main on Main

## Attachment B

### IS YOUR PROJECT COMPATIBLE WITH HOME FUNDING?

As the applicant, it is your responsibility to know and understand the regulations and requirements of the funding source(s) you are applying for. The following questions will help you determine what local, state and federal requirements your project may be subject to. This is not exhaustive, and there may be other regulations or requirements pertaining to your project that are not covered in this questionnaire. *Submit this form with your application.*

#### PROJECT TITLE:

1. Does your targeted population meet the applicable HUD income guidelines? ☒ Yes ☐ No
2. Do you have the capacity to maintain accurate income documentation and keep records and data current, as required by the HUD program? ☒ Yes ☐ No
3. Is the proposed project within the Eugene City Limits or Springfield City Limits? ☒ Yes ☐ No
4. Does the project meet local zoning and land use laws?  
(please provide documentation) ☒ Yes ☐ No ☐ n/a
5. Do you have site control for the property? ☒ Yes ☐ No
6. If your project includes using HOME funds for acquisition, has a Notice of Acquisition been issued to the seller? ☒ Yes ☐ No ☐ n/a
7. If your HOME project includes more than one building, is there at least one HOME designated unit in each building? ☐ Yes ☐ No ☒ n/a
8. If new construction, do your plans and specs include Section 504 and State Building Code requirements? (accessibility standards) ☒ Yes ☐ No ☐ n/a
9. If your project includes rehabilitation, is the existing structure less than 50 years old? ☐ Yes ☐ No ☒ n/a
10. Is the subject property vacant or occupied by the owner?  
If it is not vacant:  
Has a tenant survey been completed for each unit? ☒ Yes ☐ No ☐ n/a  
General Information Notices Sent?  
(copies of notices with acknowledgement of receipt must be included with the HOME application) ☒ Yes ☐ No
11. If relocation will occur, either temporary or permanent, have adequate funds been set aside for this activity, and are they reflected in your application? ☒ Yes ☐ No ☐ n/a

12. If your project includes construction, is your project subject to federal Davis-Bacon wage requirements? ☐ Yes ☒ No ☐ n/a  
 If no, explain in your application why your project is exempt.  
 If yes, are current Davis-Bacon wage rates reflected in your application? ☐ Yes ☐ No
13. Is your project located outside the 100-year floodplain? ☒ Yes ☐ No
14. Is the project site free of any wetlands? ☒ Yes ☐ No
15. Is the project site free of any identified environmental contamination or hazards?  
 If yes, you MUST provide documentation. ☒ Yes ☐ No
16. Does your project leverage at least 25% of total project cost in non-federal sources of funds? ☒ Yes ☐ No
17. Can you demonstrate a commitment of leveraged funds? ☐ Yes ☒ No

## SECTION 1 Project Summary

### 1. Project Name and Location

Project Name:	Main on Main		
Project Address:	1072 Main Street		
City and Zip Code:	Springfield	97477	
Project Map and Taxlot:	Map: 17-03-35-41 Taxlots: 4800 & 4900		
Current Zoning:	MUR - Mixed Use Residential		
Census Tract and Block Group:	CT 33.02, BG 3		
Name of Ownership Entity:	To be formed Limited Partnership		
<b>Total HOME award requested:</b>	<b>\$600,000</b>		

### 2. Applicant Information

Organization:	St. Vincent de Paul Society of Lane County, Inc.		
Project Contact Person:	Nora Cronin		
Phone:	541-743-7139	Fax:	541-683-9423
Email:	<a href="mailto:nora.cronin@svdp.us">nora.cronin@svdp.us</a>		

### 3. Development Consultant (if applicable)

Organization Name:	N/A		
Consultant Name:			
Phone:		Fax:	
Email:			

4. Will the Development Consultant serve as the primary project contact? Yes ☐ No ☐ N/A ☒

### 5. Development Organization/Applicant Type (check only one):

- ☐ Local Housing Authority
- ☐ Nonprofit Community, Neighborhood, State or Regional Organization
- ☒ Community Housing Development Organization (CHDO)
- ☐ Other (please specify)

6. Project Activity Type *(check all that apply)*:

- ☒ Rental ☐ Homeowner
- ☒ Acquisition
- ☐ Rehabilitation
- ☐ Rehab or Adaptive Reuse of an Existing Building (not currently residential)
- ☒ Redevelopment
- ☐ Mobile Home Park Preservation
- ☐ HUD/USDA Preservation
- ☐ Expiring Tax Credit Property
- ☐ Mixed Use (please explain)
- ☐ Other (please specify)

7. Proposed Ownership Structure *(check all that apply)*

- ☐ Nonprofit
- ☐ Limited Liability Corporation (LLC)
- ☐ Limited Liability Partnership (LLP)
- ☒ Limited Partnership
- ☐ CHDO
- ☐ Nonprofit Single Asset Entity
- ☐ Other Corporation
- ☐ Joint Venture
- ☐ Cooperative
- ☐ Other, Describe:

8. For Existing Housing Only *(check one)*:

- ☐ Privately Owned
- ☐ Publicly Owned
- ☐ Owned by Applicant
- ☐ Other (please specify)

**Rental Assistance**

9. Are any existing low-income housing units currently receiving rental assistance? Yes ☒ No ☐

10. Do you have a commitment for rental assistance to housing units in the project? Yes ☐ No ☒

11. If yes to either, indicate the type of rental assistance:

- ☐ Section 8 New Construction/Substantial Rehabilitation
- ☐ Section 8 Certificates
- ☐ Section 8 Project-Based Assistance
- ☒ Other (please specify)

12. Number of housing units receiving rental assistance:



13. Number of years remaining on rental assistance contract:

14. Is the project currently required to restrict rents? Yes ☐ No ☒

a. If yes, what is the expiration date?

**Low Income Housing Tax Credits (LIHTC)**

15. Does this project propose to use Low Income Housing Tax Credits? Yes ☒ No ☐

a. If yes, please select the LIHTC type below:

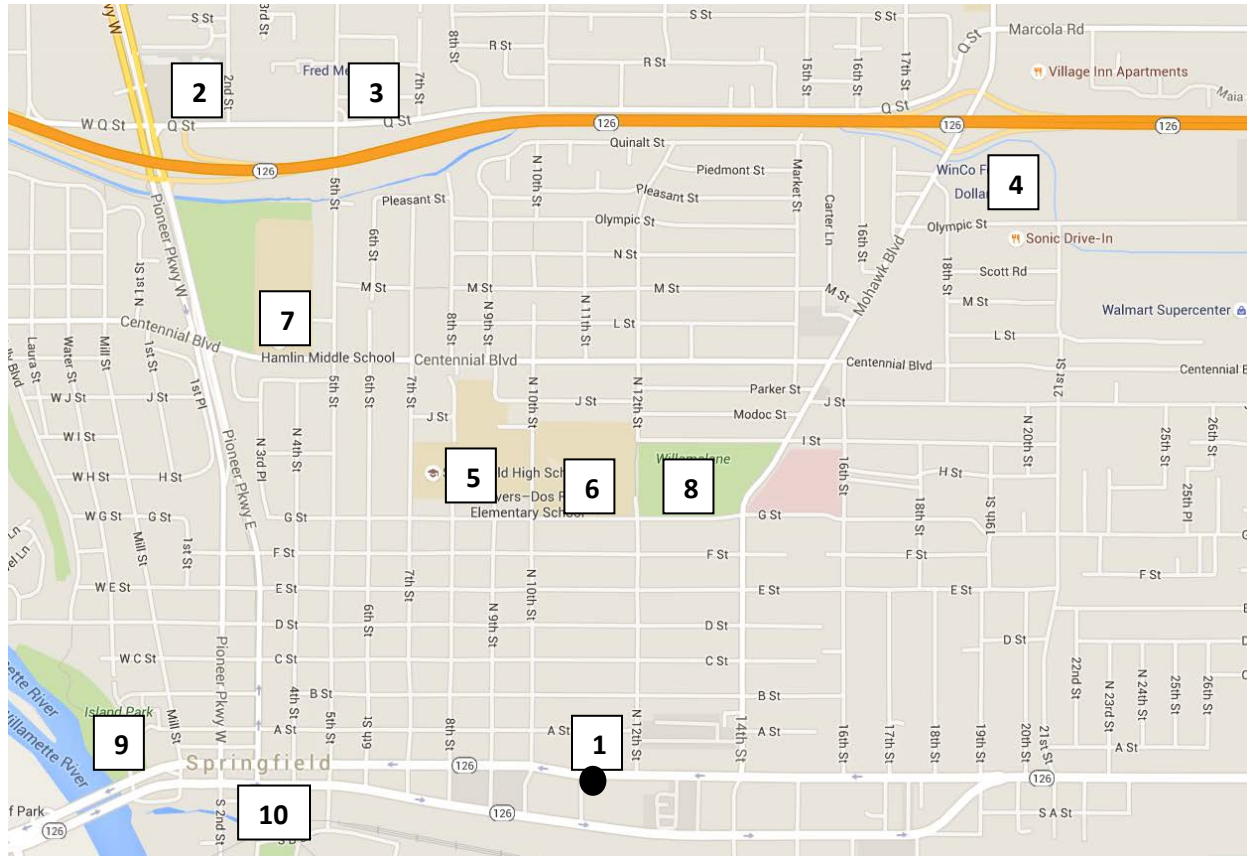
☐ 4% tax credit/bond project

☒ 9% competitive project

**Attachments**

☒ Map showing project location, nearby facilities (schools, bus stops, parks, etc.) and distances to those facilities

## VICINITY MAP



1. **SUBJECT PROPERTY**
2. **Safeway – 1 ½ miles**
3. **Fred Meyer – 1 ½ miles**
4. **WinCo – 1 ½ miles**
5. **Springfield High School – ¾ mile**
6. **Two Rivers – Dos Rios Elementary School – ½ mile**
7. **Hamlin Middle School – 1 mile**
8. **Willamalane Swim Center – ¾ mile**
9. **Island Park – ¾ mile**
10. **Downtown Springfield LTD Station – ½ mile**

● **Bus stop**

## Section 2

### Project Description

#### PROJECT CHARACTERISTICS

##### Project Narrative

1. Please provide a brief narrative summary of the proposed project. Include location in the community and project type (new vs. acquisition-rehab) and proposed affordability period. Describe target population and the need/housing demand/market need in both Eugene/Springfield and the neighborhood in which the project is proposed, any unique project characteristics, and why an allocation of HOME funds is crucial to the successful implementation of your project and its affordability level(s).

**Main on Main** is a collaboration among many partners that has been in the works for years. The Springfield Church of the Brethren (SCOB) has owned the property at 11<sup>th</sup> and Main Street in downtown Springfield for decades. Their original vision was to redevelop the property to provide affordable housing. They created a non-profit organization, Brethren Community Services (BCS), for the sole purpose of developing their entire one-acre property. Five years ago, in partnership with ShelterCare, Afiya Apartments was built on a portion of their property, providing 16 units of affordable housing and supportive services for low-income individuals with psychiatric disabilities. Nearly 3 years ago, the SCOB and BCS started working with Mainstream Housing Incorporated (MHI) to try to develop housing for individuals with developmental disabilities on another portion of their property. As affordable housing development has become more complex and funding more scarce, MHI brought St. Vincent de Paul Society of Lane County, Inc. (SVDP) on board in the summer of 2016 to determine the most feasible project for the site. SVDP met with project partners to determine project goals, assessed available funding and requirements, and had preliminary discussions with funders and underwriters. After approximately 6 months of this diligent feasibility assessment, it was determined that, for the best possible chance of project success, SVDP should be the lead developer of **Main on Main**.

SVDP has entered into an option to purchase the property from the SCOB located at 1062 and 1072 Main Street in Springfield. The two existing buildings will be razed and we will build a new four-story building consisting of 35 one bedroom apartments and community space on the ground floor.

The primary target population is very low income individuals, couples and seniors at or below 50% of Area Median Income (AMI). Seven of the units (20% of total) will be designated for individuals with developmental disabilities (DD) or households where at least one family member is a person with a developmental disability. To qualify as a person with a developmental disability, they must meet the criteria set by Lane County DD Services. The Housing and Community Services Agency of Lane County (HACSA) has committed rental assistance in the form of Housing Choice Vouchers for these 7 units and MHI will provide supportive services. More information about the services for this population is included in section 10 of this application.

While **Main on Main** is intended to serve households at a maximum income level of 50% AMI, the actual rent is affordable to households at 48% AMI. Based on current HUD levels, the actual net rent is \$448. Because HUD adjusts income figures annually, the rent amount may differ by the time that the project is complete in 2018; however, the affordability level at **Main on Main** will remain at 48% AMI. The affordability period is for 60 years and will be ensured by a declaration of restrictive covenants recorded on

the property at project completion. The aforementioned rental assistance vouchers ensure tenants for those 7 units will pay only 30% of their income in rent, with the balance being paid by the rental assistance program.

There is significant demand for affordable housing for very low income households throughout our community. Affordable housing providers have lengthy wait lists and are able to fill vacant units quickly. SVDP has over 3,700 households on our combined waiting lists and we have been seeing an increased demand for smaller unit sizes. SVDP's most comparable properties to **Main on Main** are the Royal Building, Aurora, and Lamb. There are 500 unduplicated households waiting for a one bedroom apartment just at these three properties. Of those households, most of them (310) have selected the Royal Building in downtown Springfield as their preferred choice. **Main on Main** will be highly desirable for our target population.

Regarding the targeted DD population, according to Lane County DD Services, approximately 3,470 people in Lane County may experience a developmental disability. This number understates the problem since LCDDS enrollment alone does not indicate the overall DD population within Lane County. There are a number of individuals and families who do not seek services for a variety of reasons, and they would not be included in that number. There is no tracking on these numbers but national research states that between 1.58% and 3% of the general population is afflicted with a developmental disability.

There are currently only 24 affordable housing units in Eugene and 6 units in Springfield that are designated specifically as housing for people with developmental disabilities at or below 30% AMI. This population typically survives on SSI benefits of only \$729 a month. At this extremely low income, this population does not meet the income requirements for affordable housing units at 50% AMI. They compete for the very few units available at 30% AMI. The result is that many of this very vulnerable special needs population are homeless.

Mainstream Housing, the only local housing provider that is dedicated to serving the housing needs of the DD population, currently has over 50 homeless people with developmental disabilities waiting for housing in Springfield. With only 6 units in Springfield currently designated for DD, this vulnerable population is at risk of chronic homelessness.

HOME funds are crucial for this project and our ability to keep rents low enough to serve the target population. Moreover, the significant investment of local resources is critical in making our project and application to the state more competitive.

**Total number of units:**

**Number of proposed HOME units:**

**Have HOME funds previously been awarded to this project?** Yes ☐ No ☒

a. If yes, when does/did the affordability period end?

**Has your organization previously received HOME funds through the City of Eugene or City of Springfield?**

Yes ☒ No ☐

## **Project Design**

2. Provide a detailed description of the proposed design, construction, rehabilitation, and/or other improvements. Include a description of how the design of the project is suitable for and will meet the needs of targeted and Special Needs populations (if any).

The proposed design of **Main on Main** maximizes livability for the future tenants as well as maximizes the functionality of the overall site. SVDP has developed 3 similar midrise buildings in Eugene and Springfield. These secure, elevator buildings near the urban centers are very popular with the low income populations we serve. SVDP has worked closely with the architect (who also designed Afiya Apartments next door) and MHI to develop a proposal for this project that draws upon all of the successes of our past projects and includes elements that will be appropriate for the targeted population at **Main on Main**.

As with all projects, especially those on urban infill sites, there are several development constraints that influenced the size and scope of the project: easements, solar setbacks, parking requirements, and funding implications that limit the new housing to four stories. Given these constraints, the architect maximized the size of the building as much as possible, while still providing an appropriate amount of parking and other site requirements. The result is a four story consisting of 35 one bedroom units and community spaces.

The community room, laundry room, onsite manager's office and secure individual tenant storage will all be located on the ground floor. There will also be 5 apartments on the ground floor. The upper floors will have 10 apartments and a trash room on each floor. This will be a secure building with an intercom system and will be serviced with an elevator. There will be a shared outdoor area with Afiya Apartments.

The development team scheduled a Development Issues Meeting (DIM) with the city of Springfield to discuss some of the site constraints and plans for development. City staff was very helpful in answering all of our questions and providing guidance for how we should proceed in our site development. One of the biggest issues is regarding parking requirements. We are not able to accommodate all of the code required parking on the site for a project of this size, nor do we think that is the best use for the site. Based on our experience with similar projects, close proximity to public transit, and understanding our target population, SVDP has proposed a reduced parking strategy of just 15 spaces for the new 35 units (ratio of 0.43). We discussed this strategy at length with city staff and they have expressed in a letter dated 1/22/16 that this "reduction would most likely be approved without a variance by the director as allowed by the Springfield Development Code Section 4.6-110 and 4.6-125."

Focusing on the DD population specifically, MHI presented the design team with information to inform design choices. The biggest themes were: challenges with organization within the unit, room for socialization/guests, and mobility/balance issues. Our proposed design includes built-in cabinets and shelving in the living room and bedroom to assist with organizational needs. It is important for individuals with developmental disabilities to have space for guests. Additionally, support services staff regularly helps these individuals in the kitchen by teaching them how to prepare food. The unit layout provides adequate space for these activities. Regarding mobility issues, we plan to provide grab bars in the bathrooms of all units.

SVDP and our design team take pride in making informed design choices to meet resident needs. We have already included elements in **Main on Main** to enhance livability for general residents as well as DD

residents. We will continue to solicit input from SVDP's property management division, resident services staff, and MHI throughout the design and construction process.

3. Please describe any unique design components or characteristics of the Project.

**Main on Main** will provide compact urban living for our targeted population. Based on feedback from MHI on design needs for their clients, we plan to include built-in cabinets and shelving in the living room and bedrooms for all units, not just those for the DD population. These built-ins will enhance livability in these compact, urban units.

SVDP and MHI have an increased demand for fully ADA accessible units. The minimum required ADA units for this size project would be 2 units, according to HOME requirements. We are including 4 ADA at **Main on Main**, one on each floor. Additionally, all units are adaptable, which is helpful for tenants who may need some enhancements, but not full ADA accessibility.

Related to the reduced parking strategy mentioned above, there will be shared parking agreements between all users of the overall site: **Main on Main**, Afiya Apartments and the future Brethren facility. Afiya currently provides 9 parking spaces for their 16 units (not all are utilized). We will provide an additional 15 spaces for our units. The Brethren will provide 10 parking spaces with their planned development. Shared parking agreements are a unique way to meet overall site parking needs and are added assurance to the city and to our funding partners that site parking is adequate. This strategy enables us to optimize the development of the site for the specific users.

4. Does the Project include components that contribute to improved energy performance, thermal comfort, a healthier indoor environment, increased durability and/or simplified maintenance requirements? Does the Project meet any green building certification standards?

The **Main on Main** development team is committed to sustainable development. SVDP's project manager is a certified Sustainable Building Advisor, giving her a keen focus on green building while always balancing the costs and benefits of design and material selection choices. With each new housing development, we build upon what we've learned from the previous developments as well as incorporating new technologies. The team works well together in determining what sustainable features and technologies are appropriate for each project, taking into consideration not just the upfront construction costs associated with these measures, but also looking at long term operational savings and maintenance costs. Past SVDP projects have been recognized locally, statewide, and nationally for their green innovations.

**Main on Main** will meet the criteria for Earth Advantage Certification. These features include:

- Energy Star rated appliances, lighting and windows
- Better than code insulation
- Low VOC paints, finishes, sealants and adhesives
- Fresh-air ventilation system designed to promote healthier indoor air
- Low flow water fixtures
- Efficient hot water heating

SVDP has participated in the Earth Advantage program and has used these green features in all of our recent housing developments. We have found that this is the most cost effective and flexible green building program, which allows us to focus on durability, energy efficiency, and indoor air quality. We strive to make design choices that are not only good for the environment but also have a direct, positive impact on our tenants' lives. This results in not only improved air quality and a safer place for people to live, but also in immediate cost savings on monthly utility bills for residents.

### On-Site Amenities

5. Please describe any on-site amenities, including any project characteristics that address special needs of the population you intend to serve:

**Main on Main** will be a secure building with an intercom system, providing added security for residents. In our experience and in our discussions with project partners, this secure access system is essential to giving residents a sense of safety. The building will have a large community room with kitchen, which provides a place for residents to gather, have fun, take a class, or have a private gathering. The community room is where we will hold all of the resident services programs. The building will also have a laundry room. Each resident will have a secure indoor storage area on the ground floor; this is a great place to store a bicycle or bulkier items that would not fit inside their apartment. There will be a landscaped outdoor area on the property that will be shared by Afiya Apartments next door. All of these features address the needs of the general population as well as the specific special needs population by giving them a sense of safety, security, privacy, and community.

### Neighborhood/Off-Site Amenities

6. Briefly describe the property location, neighborhood, transportation options, local services and amenities adjacent to the property. Describe the location relative to schools, jobs, and parks. What makes this location suitable? *(Please include these locations in the site map in Section 1.)*

**Main on Main** is located at 11<sup>th</sup> and Main Street in Springfield. The proposed project is perfectly situated to serve as affordable housing, providing access to a number of community amenities. Just a half mile from downtown Springfield, it's close to City Hall and the Springfield Public Library, giving tenants access to a number of community and educational programs, and a growing variety of shops, restaurants, and other activities.

There is an LTD bus stop in front of the property, with approximately a half mile ride to the LTD station downtown. From the LTD station, the popular EmX system connects to downtown Eugene, the University of Oregon, the Gateway area of Springfield, and Sacred Heart Medical Center at Riverbend. Close proximity to transit is a huge amenity to our target population, who rely heavily on public transportation to get around town. We are in discussions with LTD to have a bus shelter added to the stop in front of the property for additional ease of access for residents.

Since the proposed project is all one bedroom apartments, we don't anticipate many children living at the property; however, an elementary, middle, and high school are all located within 1 ½ miles of the project. Island Park along the Willamette River is less than a mile west of the project site. Another mile further west is access to the river trail system, which includes Pre's Trail and Alton Baker Park. Willamalane Park and

Swim Center is less than a mile north of the site. There are 3 grocery stores located within a mile and a half of the project: Safeway, Fred Meyer and Winco.

This location is ideal for our targeted population, within walking distance and convenient bus service from a variety of key services, jobs, commercials areas and other community amenities.

### Potential Development Obstacles

7. Are there any known issues or circumstances that may delay the project? Yes ☐ No ☒

- a. If yes, list issues below, including an outline of steps that will be taken and the time frame needed to resolve these issues:

There are no known issues that may delay the project. However, development is contingent on receiving a tax credit allocation from the state. We intend to apply for LIHTCs in the 2016 NOFA. We have discussed this project with Oregon Housing and Community Services' staff to ensure it fits within funding goals. We see no inherent funding barriers; however, it is a highly competitive process. If we are unsuccessful in receiving funding this year, we will apply again next year.

### Neighborhood Notification

8. The level of neighborhood notification appropriate for a project is based on the size and proposed use, but applicants are required to inform neighborhoods of the project.

- a. For Eugene projects: in what neighborhood is the project located? N/A  
b. For Eugene and Springfield projects: How did you notify the adjacent property owners and the neighborhood about the project?

SVDP was invited to present our project concept to Springfield's Community Development Advisory Committee (CDAC) on January 12, 2016. The CDAC is comprised of a representative of the City Council, a representative of the Springfield Planning Commission, and six at-large community members.

ShelterCare's Afiya Apartments is an immediate neighbor to the proposed project and they also manage the existing 9 units of Brethren Housing. SVDP has been in close communication with ShelterCare about plans for redevelopment and relocation of their tenants.

- c. Given the specific characteristics of your project, what will be done to encourage neighborhood support? Describe how surrounding neighbors will continue to be informed about the project. Identify concerns that neighbors have raised and strategies to mitigate those concerns.

SVDP will continue to keep the CDAC informed of our progress with the project and consult with them should any neighborhood issues arise. At our initial meeting, the committee had some great questions and positive feedback on our plans for redevelopment. They did not raise any concerns.

ShelterCare is very supportive of the proposed project. We are committed to working closely with each other throughout the steps of development, relocation, construction, and the ongoing operation of our community of housing on the site to mutually benefit residents of both properties.



## SITE/PARCEL CHARACTERISTICS

### Site Control

9. Has site control been established?

Yes ☒ No ☐

10. Expiration date of option or conditional contract:

11. What is the form of site control?

- ☐ Deed
- ☐ Conditional Contract
- ☒ Purchase Option
- ☐ Lease
- ☐ Lease Option
- ☐ Other:

12. If the project involves acquisition, did you submit the Informational Notice to the Owner/Seller prior to submitting the option or conditional contract? Yes ☒ No ☐

13. Are there any anticipated changes to the project's legal description? If yes, please describe.

Yes, currently there are two taxlots. We will need to consolidate these and create a single legal lot prior to submitting for building permits.

14. What is the square footage of the proposed project parcel?

15. Is the proposed project site subject to any existing encumbrances such as a restrictive covenant, use restriction, or regulatory agreement?

Yes ☐ No ☒

a. If so, how do you plan to mitigate the encumbrance?

- ☐ Quit-Claim Deed
- ☐ Subdivision of the Property
- ☐ Other:

### Zoning

16. What is the current zoning of the project site?

17. Is the proposed project consistent with the zoning status of the site?

Yes ☒ No ☐

a. If current zoning is not consistent, please explain:

N/A

b. Please outline the steps that will be taken to address zoning issues and include the time frame needed to resolve these issues:

N/A

18. Is the proposed project consistent/compatible with surrounding uses?

Yes ☒ No ☐

If yes, please describe.

There is a mix of uses surrounding the proposed project site. Single family homes are on the other side of the alley to the north. Commercial is to the west and across Main Street to the south. Afiya Apartments, multi-family rental housing, is immediately adjacent to the east. The proposed project was part of the original concept when Afiya was built. Combined, these two multi-family buildings will create a cohesive community on the property. Eventually, the Springfield Church of the Brethren will rebuild their gathering space in front of Afiya directly on Main Street. The entire planned development is compatible with the surrounding uses, consistent with zoning, and in line with the city's plans for redevelopment of Main Street.

19. Do you plan to charge for residential parking separately from rent?

Yes ☐ No ☒

### Existing Structures

20. Does the site contain existing structures?

Yes ☒ No ☐

a. If yes, how many? 2

21. What is to be done with on-site existing structures?

- ☒ Demolish  
☐ Rehab  
☐ Nothing (does not apply/not part of this project)

22. Please provide the following information for any on-site structures to be retained as part of this project:

Approx. Total Sq. Footage	8,000
Number of Building(s)	2
Date Built	1948
Number of Stories	2

23. Please give a brief description of the condition of the buildings to be rehabilitated:

N/A

### Environmental

24. Are there known adverse environmental conditions on the site?

Yes ☐ No ☒

If yes, what are they and can they be mitigated through reasonable measures?

A Phase I was conducted in 2008 by BB&A Environmental during the development of Afiya Apartments. We have reviewed that report and consulted with BB&A regarding potential environmental concerns for **Main on Main**. SVDP conducted a preliminary site walk through with BB&A to determine possible items that need further testing for lead and asbestos prior to demolition of existing buildings. The budget reflects possible abatement for these items. The budget also includes an allowance for possible tank removal, as there is evidence that there may be an unregistered heating oil tank beneath an existing building. Both of these issues are very common in urban redevelopment. They can be reasonably mitigated and do not pose significant environmental risk.

### Historical Elements

25. Are any on-site structures subject to historical preservation requirements?

Yes ☐ No ☒

a. Governing body/code:

☐ National Historic Register

☐ State Department of Archaeology and Historic Preservation

☐ Other:

b. Briefly state how you plan to comply with applicable historic preservation requirements:

N/A

### Other Federal Regulations

26. For projects requesting \$100,000 or more, what will you do to assure that employment and/or job training opportunities for low-income individuals are provided in the development of your project, per HUD Section 3 requirements?

To the greatest extent feasible, as the project sponsor for **Main on Main**, SVDP will make a good faith effort to assure low-income individuals and local businesses are given economic opportunities in the development of our project. SVDP includes standard HOME contract provisions, which encourages Section 3 and MBE/WBE practices, in the architect's contract as well as the final specs for the project. This ensures that the general contractor and all subcontractors are aware of this policy and will engage in affirmative outreach efforts.

SVDP will hire low and very low income persons to work on this project where appropriate. Anticipated types of jobs generated during operations of the project include: on-site manager, landscape services, and maintenance services. SVDP will attempt to hire qualified low income persons and local businesses to fill these positions and contract services.

27. For projects requesting \$10,000 or more, what steps will you take to hire businesses that are registered with the State of Oregon as MBE or WBE firms?

SVDP makes a concerted effort to employ MBE and WBE businesses on all of our projects and we will continue to do so with **Main on Main**. We actively engage in affirmative outreach efforts in development and project related services, as well as for ongoing operations of the project. We believe that all projects are made better by the inclusion of a diversity of opinions and viewpoints and this is reflected in the people we engage for services in our projects.

The project architect, Bergsund DeLaney Architecture and Planning, is a woman-owned business. They are leading the design team and have the largest service contract on this project. We include standard HOME contract provisions, which encourages Section 3 and MBE/WBE practices, in the architect's contract as well as the final specs for the project. This ensures that the general contractor, Meili Construction, and all subcontractors are aware of this policy and will engage in affirmative outreach efforts.

During operations of the project, SVDP regularly works with 3 MBE/WBE businesses for services associated with maintenance and landscaping of our other properties. All businesses will be given due consideration in the solicitation of services and work needed to manage and maintain the project.

## Attachments

- ☒ Preliminary drawings and site plan
- ☒ Documentation of Site Control
- ☒ Informational Notice to Seller (for acquisition projects)
- ☒ Title Report (if available)
- ☒ Photos of the site, buildings, and interiors of units (if existing units)





SITE AREA: 22,531 SF

BUILDING AREA

EACH FLR: 7 670 SF

TOTAL: 30,680 SF

UNITS

31 1-BEDROOM UNITS  
4 ADA 1-BEDROOM UNITS  
35 TOTAL

MAIN ON MAIN

ST. VINCENT DE PAUL SOCIETY  
OF LANE COUNTY

MAINSTREAM HOUSING, INC

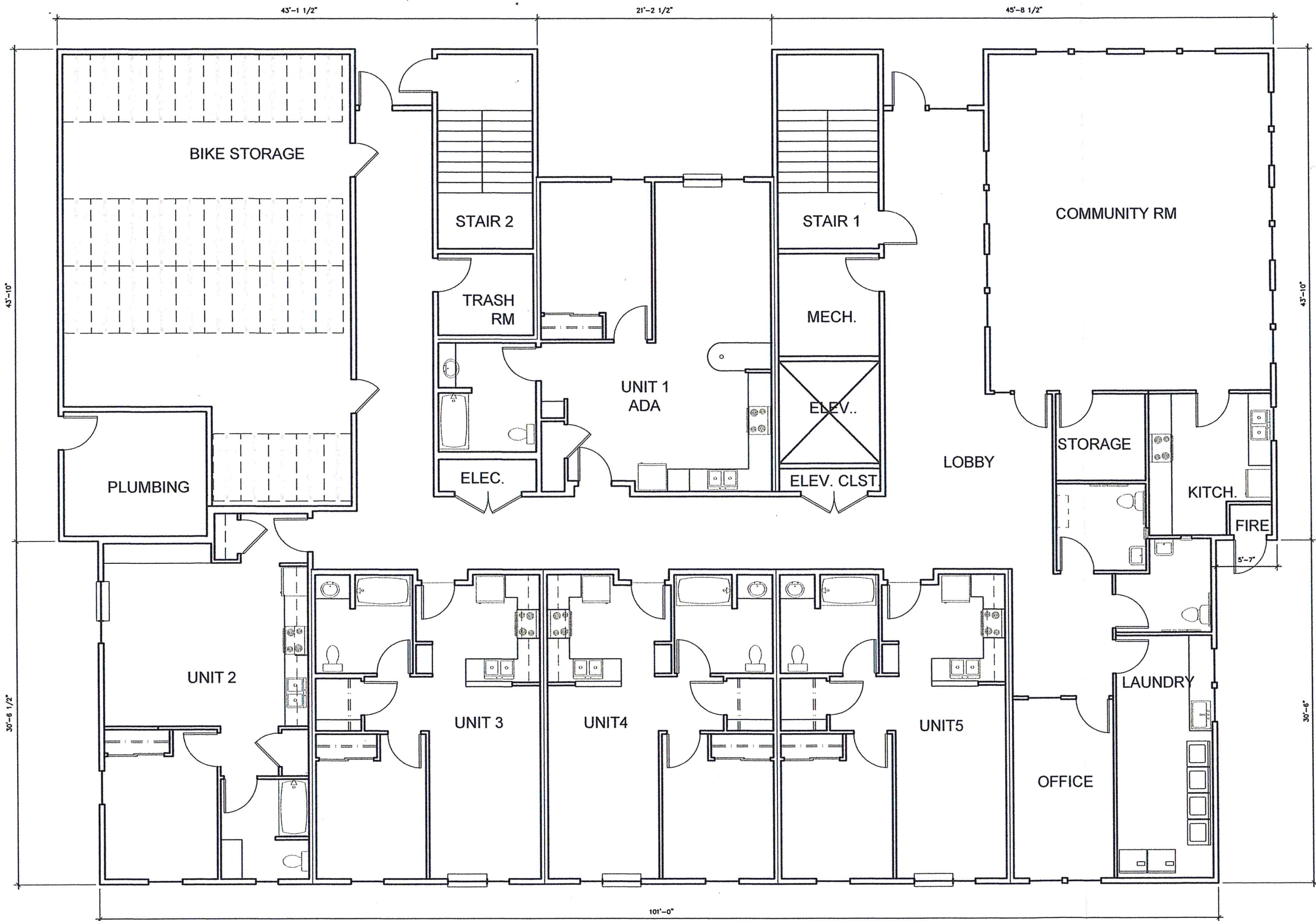
CONCEPTUAL  
SITE PLAN

1"= 20'-0"

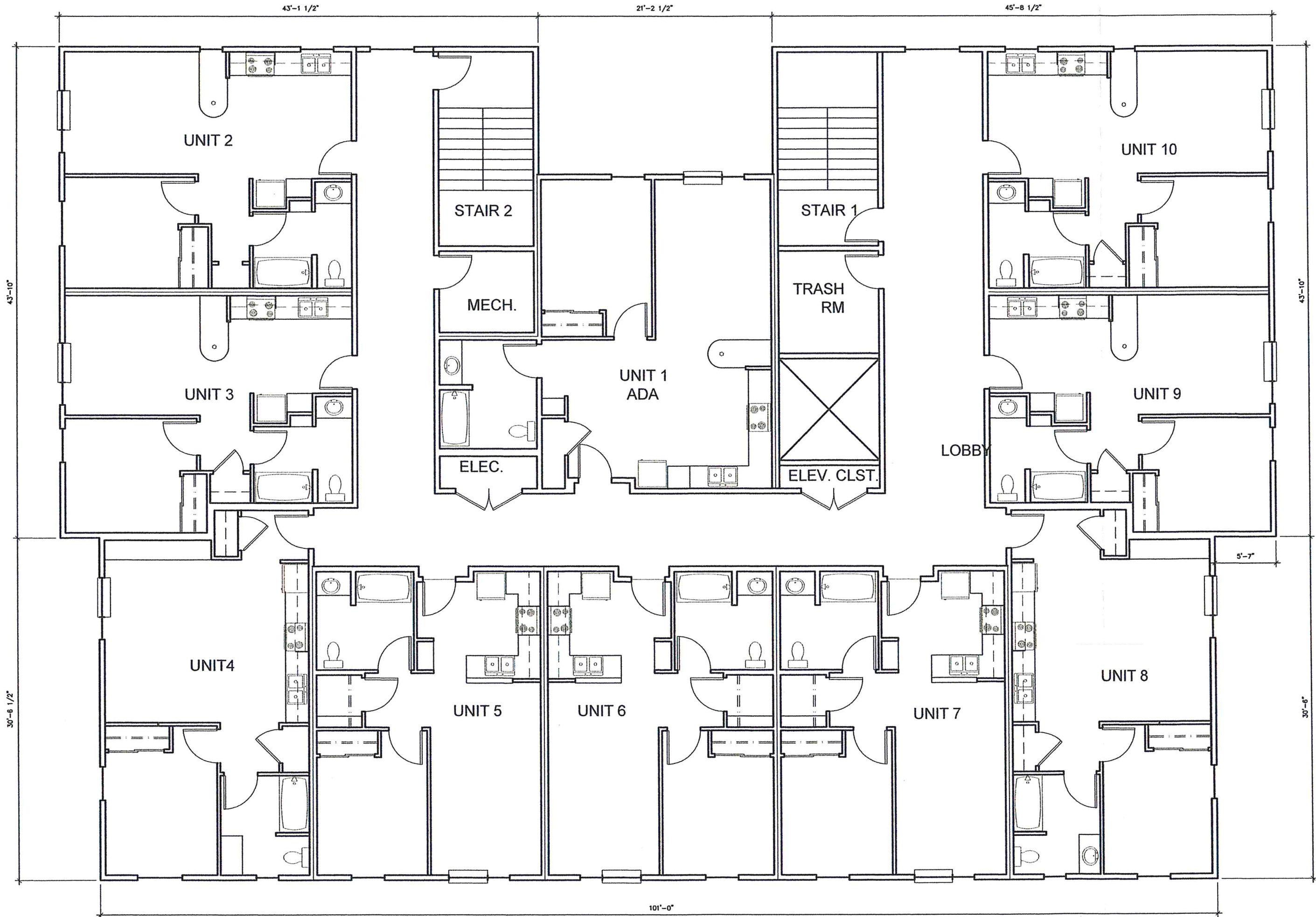
2/4/16

BERGSUND  
DeLANEY  
Architecture & Planning, P.C.









# OPTION AGREEMENT FOR PURCHASE OF REAL PROPERTY

BETWEEN: Springfield Church of the Brethren (Seller)  
1072 Main Street, Springfield, OR 97477

AND: St. Vincent de Paul Society of Lane County, Inc. (Purchaser)  
2890 Chad Drive, Eugene, OR 97408

EFFECTIVE DATE: January 26, 2016

PROPERTY: 1062 & 1072 Main Street, Springfield, OR 97477 (Property)  
Map: 17-03-35-41, Tax lots: 4800 & 4900

## AGREEMENT

Seller gives to Purchaser the exclusive right to purchase the Property upon the terms and conditions as set forth herein.

## GENERAL CONDITIONS OF THIS AGREEMENT

1. **Purchase Price.** The Purchaser shall bear the cost of hiring a mutually acceptable licensed appraiser with an MAI designation to determine the fair market value of the Property. The Purchase Price shall be two hundred twenty six thousand dollars (\$226,000). If the appraised value is determined to be lower than \$226,000, the purchase price shall be the fair market value determined by the appraisal. If the appraised value is determined to be higher than \$226,000, a final purchase price shall be agreed upon by free negotiations between the parties.
2. **Terms.** The terms of the purchase shall be cash at the close of escrow. Upon execution of this agreement, Purchaser shall deposit in escrow the sum of \$5,000 as consideration for this option. If Purchaser consummates its purchase of the property, this Option consideration shall be credited to and reduce the purchase price by a like amount.
3. **Closing.** This transaction shall close in escrow no later than July 31, 2017.
4. **Conditions of Title.** Fee simple title to the property shall be conveyed by statutory warranty deed free and clear of all liens and encumbrances except those approved by Purchaser.
5. **Escrow.** The parties shall establish an escrow at Cascade Title Company, 811 Willamette St, Eugene, OR 97401, and agree to execute such escrow instructions as may be prepared by the escrow holder. Upon execution of the escrow instructions, Seller shall deliver to the escrow holder an executed deed to the property.
6. **Expenses of Sale.** Purchaser shall pay for all closing costs. Taxes and assessments shall be prorated as of the close of escrow. Any deferred taxes and assessments shall be paid by Seller.
7. **Approval of Title.** Seller shall furnish a title report to Purchaser upon execution of this agreement. Upon receipt of this title report, Purchaser shall have ten business days to approve or disapprove in



writing the condition of the title. If Purchaser shall disapprove the condition of the title, the escrow shall be terminated and the escrow deposit refunded to Purchaser. If Purchaser fails to notify Seller of a defect in the title within ten business days, the condition of the title shall be deemed to be satisfactory to the Purchaser.

8. **Binding Effect.** This agreement shall bind and benefit the parties and their respective heirs, personal representatives, successors and assigns. This agreement may not be assigned by either party without the written consent of the other, which shall not be unreasonably withheld.
9. **Notices.** For the purpose of notification, the following are designated as its representative:

**Seller:**     Springfield Church of the Brethren  
              Dale Seese  
              1072 Main Street  
              Springfield, OR 97477

**Purchaser:** St. Vincent de Paul Society of Lane County, Inc.  
              Nora Cronin  
              2890 Chad Drive  
              Eugene, Oregon 97408

Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested and addressed to the designated representative. Either party may change its address by notice given to the other in accordance with this paragraph.

10. **Dispute Resolution.** In the event of a dispute between Purchaser and Seller *in regards* to this agreement, we agree to the following:
  - a. **Mediation.** Before any litigation may commence, both parties shall first attempt to mediate the dispute in good faith, using any facilitation/mediation team (of 2 persons) that is mutually agreed upon. The parties agree to share the cost of the mediator equally.
  - b. **Legal Action/Attorney Fees.** If legal action is filed in connection with this matter, both parties shall share the costs by a fair split. The costs shall be determined by the court in which the action is filed.
11. **Contingencies.** Closing on this transaction is contingent upon certain special conditions, which are listed below. In the event all of these conditions are not met to the satisfaction of Purchaser, the escrow shall be terminated by the parties, and the Purchaser's deposit shall be returned to Purchaser.
  - a. Approval from Purchaser's Board of Directors.
  - b. All project financing is secure: city award of HOME funds, state reservation of funds, LOI from LIHTC investor, and LOI from permanent lender.
  - c. Appraisal is approved and accepted by both the Purchaser and Seller.

- d. Seller to provide a rent roll on a monthly basis. Seller to inform the Purchaser when anyone moves out or in. Seller must ensure that Move-in/Move-out forms, which will be provided by the Purchaser, are signed and provide copies of the signed documents to the Purchaser.
12. **Disclosure of all Information.** Each party shall disclose to the other any and all information, which it may have or obtain concerning the property.

#### **SPECIAL CONDITIONS OF AGREEMENT**

13. **Purchaser's Due Diligence.** Purchaser shall perform its own due diligence investigation of the property to determine its suitability for use as low income housing. This investigation may include, but not be limited to geotechnical, environmental, engineering, architectural, financial, legal and political matters which may affect Purchaser's ability to develop the property. Closing of this transaction shall be contingent upon Purchaser's positive findings in these investigations. Purchaser shall notify Seller in writing prior to the date scheduled for closing, no later than July 31, 2017, of its findings with respect to these matters. If its findings are negative at the sole discretion of the Purchaser, the parties shall terminate the escrow and the escrow deposit shall be refunded to the Purchaser. If the findings are positive, the escrow deposit shall become non-refundable. Failure to notify Seller in a timely manner shall be deemed a waiver of this contingency, and the escrow deposit shall be non-refundable.
14. **Public Financial Assistance.** Purchaser intends to finance the purchase of the property and development of the housing by utilizing certain forms of financial assistance provided for by federal and state law, and by the Eugene-Springfield HOME Consortium policy. This assistance may include but is not limited to the use of federal low income housing tax credits, exemptions from real and personal property taxation, HOME Investment Partnerships Program, and low interest loans. The availability of funding for the purchase of the property is unequivocally contingent on Purchaser's use of federal HOME funds. In the event the required assistance cannot be obtained by Purchaser, the Purchaser may terminate the escrow.
15. **Environmental Review.** Notwithstanding any other provision of the Option Agreement, Purchaser shall have no obligation to purchase the Property, and no transfer of title to the Purchaser may occur, unless and until the City of Eugene as the Responsible Entity has provided Purchaser and/or Purchaser with a written notification that: (1) it has completed a federally required environmental review and its request for release of federal funds has been approved and, subject to any other Contingencies in this Contract, (a) the purchase may proceed, or (b) the purchase may proceed only if certain conditions to address issues in the environmental review shall be satisfied before or after the purchase of the property; or (2) it has determined that the purchase is exempt from federal environmental review and a request for release of funds is not required. The Responsible Entity shall use its best efforts to conclude the environmental review of the property expeditiously.
16. **HUD Disclosures to Seller for Voluntary Acquisition.** Purchaser is prepared to pay dollar amount for clear title to the Subject Property except for items of record. Because Federal Funds are anticipated to be used for some or all of the purchase price, we are required to disclose to you as Seller certain terms and conditions established under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

- a. Seller acknowledges that the sale of the property is voluntary.
  - b. Seller acknowledges that Purchaser does not have the power to acquire the site by condemnation (i.e. eminent domain).
  - c. Seller will be advised of the fair market value of the Subject Property prior to closing and the price will be agreed upon between free negotiations between the Purchaser and Seller in accordance with the procedures for voluntary acquisition under URA.
  - d. Seller acknowledges that owner-occupants of the Subject Property are not eligible to receive relocation assistance under URA because the contemplated sale is voluntary.
17. **Choice-Limiting Action.** Seller agrees that no choice-limiting actions including but not limited to site acquisition, site work, storage of materials, environmental mitigation, soil removal or remediation or any other ground-disturbing activity, may occur on the site until the City of Eugene, as the Responsible Entity for environmental reviews, issues an environmental completion letter to the Purchaser and Seller.
18. **Right of Entry.** Seller grants to Purchaser and its agents and consultants permission to enter onto the property for the purpose of conducting surveys and studies. Purchaser shall coordinate entry into the occupied units through ShelterCare, who needs to provide 24 hour notice to tenants. Purchaser shall hold Seller harmless from any and all claims which may arise as a result of these investigations.

IN WITNESS HEREOF, the parties have entered into this agreement effective January 26, 2016.

**Purchaser:** St. Vincent de Paul Society of Lane County, Inc.

By:   
Terrence R. McDonald, Executive Director

**Seller:** Springfield Church of the Brethren

By:   
Dale Seese, Treasurer and Oversight Council Member



# St. Vincent de Paul Society of Lane County, Inc.

Office (541) 687-5820 • Fax (541) 683-9423  
Stores Donation (541) 345-0595  
Social Services (541) 689-6747

2890 Chad Drive Eugene, OR 97408  
PO Box 24608 Eugene, OR 97402  
Email [askme@svdp.us](mailto:askme@svdp.us)  
Visit us at [www.svdp.us](http://www.svdp.us)

January 20, 2016

Dear Springfield Church of the Brethren:

St. Vincent de Paul Society of Lane County, Inc. is interested in acquiring property you own at 1062 and 1072 Main Street in Springfield, OR for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD).

Please be advised that St. Vincent de Paul Society of Lane County, Inc. does not have authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

We are prepared to offer you \$226,000 to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact Nora Cronin, Housing Development Associate, 2890 Chad Drive, Eugene, OR 97408, 541-743-7139.

Thanks,

A handwritten signature in black ink, appearing to be 'Terrence R. McDonald', written over a horizontal line.

Terrence R. McDonald  
Executive Director



\*0293860\*

## PRELIMINARY TITLE REPORT

ST. VINCENT DE PAUL  
ATTN: NORA CRONIN  
P.O. BOX 24608  
EUGENE, OR 97402

January 27, 2016  
Report No: 0293860  
Your No: EU16-0199  
Seller: SPRINGFIELD CHURCH OF THE BRETHREN  
Buyer: ST. VINCENT DE PAUL

### PRELIMINARY REPORT FOR:

Owner's Standard Policy	\$T/C
Commercial Extended Loan Policy (SIMUL)	\$T/C

### PREMIUMS:

Owner's Standard Premium	\$T/C
Commercial Extended Loan Premium (SIMUL)	\$T/C
OTIRO Endorsement	\$100.00
Gov. Lien/Inspect Fee	\$35.00
Temporary Billing	\$225.00

We are prepared to issue 2006 (6/17/06) ALTA title insurance policy(ies) of CHICAGO TITLE INSURANCE COMPANY, in the usual form insuring the title to the land described as follows:

( A T T A C H E D )

Vestee:

SPRINGFIELD CHURCH OF THE BRETHREN

Estate:

FEE SIMPLE

DATED AS OF: JANUARY 12, 2016 at 8:00 A.M.

Schedule B of the policy(ies) to be issued will contain the following general and special exceptions unless removed prior to issuance:

GENERAL EXCEPTIONS (Standard Coverage Policy Exceptions):

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.

*No liability is assumed hereunder until policy has been issued and full policy premium has been paid.*

#### MAIN OFFICE

811 WILLAMETTE ST.  
EUGENE, OREGON 97401

PH: (541) 687-2233 \* FAX: (541) 485-0307

E-MAIL: [INFO@CASCADETITLE.COM](mailto:INFO@CASCADETITLE.COM)

#### FLORENCE OFFICE

715 HWY 101 \* FLORENCE, OREGON 97439  
MAILING: PO BOX 508 \* FLORENCE, OREGON 97439

PH: (541) 997-8417 \* FAX: (541) 997-8246

E-MAIL: [FLORENCE@CASCADETITLE.COM](mailto:FLORENCE@CASCADETITLE.COM)

#### VILLAGE PLAZA OFFICE

4750 VILLAGE PLAZA LOOP SUITE 100  
EUGENE, OREGON 97401

PH: (541) 653-8622 \* FAX: (541) 844-1626

E-MAIL: [VILLAGEPLAZA@CASCADETITLE.COM](mailto:VILLAGEPLAZA@CASCADETITLE.COM)

3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

SPECIAL EXCEPTIONS:

6. Taxes, including the current fiscal year, not assessed due to Charitable and Religious Property Exemption. If the exempt status is terminated under the statute prior to the date on which the assessment roll becomes the tax roll in the year in which said taxes were assessed, additional taxes may be levied. (Parcel 1)
7. Taxes, including the current fiscal year, not assessed due to Religious Property Exemption. If the exempt status is terminated under the statute prior to the date on which the assessment roll becomes the tax roll in the year in which said taxes were assessed, additional taxes may be levied. (Parcel 2)
8. Rights of the public in streets, roads and highways.
9. Easements for utilities over and across the premises formerly included within the boundaries of that portion of Block 7, including streets and alleys, of Brattain's Addition to Springfield, now vacated, if any such exist.
10. Declaration of Trust, including the terms and provisions thereof, between Springfield Church of the Brethren, and the District of Oregon-Washington of the Church of Brethren, recorded March 8, 1988, Reception No. 8809349, Lane County Official Records.  
Amendment of Declaration of Trust, including the terms and provisions thereof, dated March 30, 2008, recorded March 31, 2008, Reception No. 2008-017954, Lane County Deeds and Records.
11. Covenants, conditions, restrictions and easements, including the terms and provisions thereof, (but omitting covenants or restrictions, if any, based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law) and the right to levy certain charges and assessments against the subject property, contained in Declaration recorded February 28, 2001, Reception No. 2001-010620, Lane County Deeds and Records.  
Amendment, including the terms and provisions thereof, recorded April 25, 2008, Reception No. 2008-023181, Lane County Deeds and Records.
12. Ordinance No. 6210 approving the Springfield Downtown Urban Renewal Plan and Report, including the terms and provisions thereof, recorded December 7, 2007, Reception No. 2007-081042, Lane County Deeds and Records.
13. Public Utility Easement, including the terms and provisions thereof, granted the City of Springfield, a municipal corporation, acting by and through its Springfield Utility Board, by instrument recorded May 19, 2010, Reception No. 2010-023808, Lane County Deeds and Records.

14. Public Water Utility Easement, including the terms and provisions thereof, granted the City of Springfield, a municipal corporation, acting by and through its Springfield Utility Board, by instrument recorded May 19, 2010, Reception No. 2010-023809, Lane County Deeds and Records.
15. Irrevocable Private Access and Utility Easement and Maintenance Agreement, including the terms and provisions thereof, executed by Springfield Church of the Brethren, recorded May 19, 2010, Reception No. 2010-023812, Lane County Deeds and Records.
16. Public Water Utility Easement, including the terms and provisions thereof, granted the City of Springfield, a municipal corporation, acting by and through its Springfield Utility Board, by instrument recorded September 24, 2010, Reception No. 2010-047949, Lane County Deeds and Records.
17. The proposed transaction should be executed pursuant to a proper resolution of the members of the congregation of **Springfield Church of the Brethren**, voted on at a duly called meeting of the congregation in accordance with the By-Laws and the discipline of the church.  
Copies of the discipline, By-Laws, resolution and minutes of the meeting should be furnished for examination. Said resolution should include evidence of the identity of the authorized officers of said corporation to execute documents on behalf of said corporation.
18. Copies of the discipline, By-Laws and any other resolution required under the **District of Oregon-Washington of the Church of the Brethren** should be furnished for examination. Said resolution should include evidence of the identity of the authorized officers of said corporation to execute documents on behalf of said corporation.
19. The rights of tenants holding under unrecorded leases.
20. This report does not include a search for financing statements filed in the office of the Secretary of State, or in a County other than the County wherein the premises are situated, and no liability is assumed if a financing statement is filed in the office of the County Clerk covering fixtures, equipment and/or personal property on the premises wherein the lands are described other than by metes and bounds or under the rectangular survey system.
21. Our examination of the title to the subject property discloses no open Trust Deeds or Mortgages of record. The accuracy of this conclusion should be confirmed in writing prior to closing of the proposed transaction.
22. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.
23. Prior to writing an ALTA MORTGAGEE'S policy, Cascade Title Company should be furnished with a statement as to parties in possession and as to any construction, alterations or repairs to the premises within the last 75 days. We also request that we be notified in the event that any funds are to be used for construction, alterations or repairs. Exception may be taken to such matters as may be shown thereby.
24. An accurate survey of these premises showing boundary lines, and location of improvements and easements, should be furnished for our file prior to our writing an ALTA Mortgagee's Policy. Exception may be taken to such matters as may be shown thereby.

NOTE: The property address as shown on the Assessor's Roll is:

1062 & 1072 Main Street  
Springfield, OR 97477

NOTE: Taxes, Account No. 1398500, Assessor's Map No. 17 03 35 4 1, #4900, Code 19-99, 2015-2016, EXEMPT. (Parcel 1)  
Taxes, Account No. 0316859, Assessor's Map No. 17 03 35 4 1, #4800, Code 19-99, 2015-2016, EXEMPT. (Parcel 2)

NOTE: A judgment search has been made on the above named Vestee(s), and we find NONE except as set forth above.

NOTE: As of the date hereof, there are no matters against ST. VINCENT DE PAUL SOCIETY OF LANE COUNTY, INC., which would appear as exceptions in the policy to issue, except as shown herein.

NOTE: For title insurance purposes in connection with any transaction involving real property interests held by non-profit organizations, certified copies of the following from **St. Vincent de Paul Society of Lane County, Inc.** will be required:

- a) Bylaws or, if none, constitution.
- b) Resolution authorizing the transaction; said resolution should include evidence of the identity of the authorized officers of said corporation execute documents on behalf of said corporation.
- c) Minutes of the meeting at which said resolution was passed.

NOTE: According to the public record, the following deed(s) affecting the property herein described have been recorded within 24 months of the effective date of this report: NONE

NOTE: The policy to be issued may contain an arbitration clause. When the Amount of Insurance is less than the amount, if any, set forth in the arbitration clause, all arbitrable matters shall be arbitrated at the option of either the Company or the Insured as the exclusive remedy of the parties.

This report is preliminary to the issuance of a policy of title insurance and shall become null and void unless a policy is issued and the full premium paid.

**Cascade Title Co.**

kk: Title Officer: DEBBIE FORSTROM

Cc: ST. VINCENT DE PAUL SOCIETY OF LANE COUNTY, INC.  
ATTN: NORA CRONIN  
EMAIL: NORA.CRONIN@SVDP.US



PROPERTY DESCRIPTION

PARCEL 1:

Beginning at a point on the South line of the alley running East and West between Main Street and "A" Street 225 feet East of the East line of Tenth Street in Springfield, Lane County, Oregon; and running thence East on the South line of said alley 75 feet; thence South parallel with the East line of Tenth Street 168.00 feet, more or less, to the North line of Main Street; thence Westerly on the North line of said Main Street 75 plus feet to a point exactly 225 feet East of the East line of Tenth Street if extended Southerly; thence North 156.05 feet, more or less, and parallel with the East line of Tenth Street to the place of beginning, in Lane County, Oregon.

PARCEL 2:

Beginning at a point on the South line of the alley running East and West between Main Street and "A" Street and 300 feet East of the East line of Tenth Street in BRATTAIN'S ADDITION TO SPRINGFIELD, in Lane County, Oregon, as platted and recorded in Book 9, Page 6, Lane County Oregon Plat Records; running thence East 60 feet; thence South 180 feet, more or less, to the North line of Main Street; thence Westerly along the North line of Main Street to a point due South of the point of beginning; thence North 170 feet, more or less, to the point of beginning, in Lane County, Oregon.

AERIAL PHOTO







Subject Property (view from Main Street)  
Brethren Housing on the left, Fair Trade on Main/Springfield Church of the Brethren on the right



Subject Property (view from Main Street)  
Brethren Housing on the left, Fair Trade on Main/Springfield Church of the Brethren in the middle,  
shared driveway access on the right





Fair Trade on Main/Springfield Church of the Brethren (southeast view)



Fair Trade on Main/Springfield Church of the Brethren (southwest view)





ShelterCare's Brethren Housing (L-shaped building consisting of 9 units)



ShelterCare's Afiya Apartments on the right  
(This photo shows the bus stop located in front of the property)

### SECTION 3 NEED & POPULATIONS SERVED

#### Population Narrative

1. Describe the target population to be served. Is the target population identified as a priority need population in the Consolidated Plan?

The primary target population is very low income individuals, couples and seniors at or below 50% of Area Median Income (AMI). Seven of the units (20% of total) will be designated for individuals with developmental disabilities (DD) or households where at least one family member is a person with a developmental disability. To qualify as a person with a developmental disability, they must meet the criteria set by Lane County DD Services. All units (except for the onsite manager's unit) will be income restricted at 50% AMI; however, rental assistance vouchers will enable us to serve a DD population who typically has an income at or below 30% AMI.

The proposed project addresses multiple priority needs identified in the Consolidated Plan. The plan states that low income renters need increased access to affordable housing. Additionally, the plan identifies special needs populations (including people with mental disabilities) as a priority need. The plan states that 14% of the area's population is considered disabled with 35% of these having trouble living independently.

#### Target Population Income

- |  |            |                                 |
|--|------------|---------------------------------|
| <input type="checkbox"/> 0-30% AMI             | # of Units | <input type="text"/>            |
| <input checked="" type="checkbox"/> 31-50% AMI | # of Units | <input type="text" value="34"/> |
| <input type="checkbox"/> 51-80% AMI            | # of Units | <input type="text"/>            |

#### Special Needs

2. Will this project serve Special Needs populations?

Yes ☒ No ☐

3. Special Needs Populations to be served (Check all that apply).

- ☐ Elderly/Frail Elderly
- ☐ Severe Mental Illness
- ☒ Developmentally Disabled
- ☐ Physically Disabled
- ☐ Substance Abuse
- ☐ HIV/AIDS
- ☐ Domestic Violence
- ☐ Ex Offenders
- ☐ Youth Under 18
- ☐ Young adults aging out of foster care
- ☐ Veteran
- ☐ Other Special Needs (please explain)

4. Is your organization working with a referral service entity on this project?

Yes ☒ No ☐

5. State the name of the referral entity: Mainstream Housing Incorporated

6. If a working arrangement with a referral service entity has not been established, briefly state why not.

N/A

### Homeless

7. Will this project serve homeless individuals and/or families? Yes ☐ No ☒

### Services

8. Will this project provide services? (e.g. Child Care, Case Management, Transportation) *If yes, please describe further in the Services portion of this Application (Section 10)* Yes ☒ No ☐

9. Describe services promoting self-sufficiency and independent living. Include in this discussion any counseling, job training, or other education, both on site and off site, which will be made available to residents of your project.

**Main on Main** will have a variety of services to promote self-sufficiency and independent living. SVDP anticipates that the general resident population at **Main on Main** will be similar to the Royal Building and we have developed a preliminary plan to meet their needs. One key note is that we anticipate very few, if any, children to reside here and therefore will not focus on any programs for children. Services offered will fall into the key areas of: Health and Wellness, Self-Sufficiency and Community Building.

#### Health and Wellness

Stabilizing resident health and wellness is a key component to promoting self-sufficiency. Without food security and a baseline of good health, residents are unable to take advantage of other opportunities. SVDP will work with Food for Lane County to offer their weekly “Extra Helping” food surplus program at **Main on Main**. This program not only helps ensure that residents have enough food and can stretch their food dollar but, it is an excellent opportunity to refer residents to additional health and wellness programs offered throughout our community. Resident Service Coordinators (RSCs) regularly check for offerings from Trillium, Peace Health, Dept. of Health and Human Services, Whitebird, HIV Alliance and other community providers. While these opportunities are advertised in monthly newsletters, Extra Helping day is a great way to promote them face to face. Additionally, we anticipate working with Food for Lane County to offer their “Cooking Matters Class” which teaches nutritious cooking to residents.

#### Self-Sufficiency

SVDP will help to promote greater economic self-sufficiency through referrals to a variety of programs. Some program offerings may take place on site if there is sufficient interest among residents. RSCs regularly refer tenants to Worksource Lane for job training services. Residents may also access SVDP’s Job Search center for assistance and education in preparing for and finding employment. Some tenants may be DHS clients who could be referred to SVDP’s SWEX (Supportive Work Experience) Program. SVDP also offers specialized employment services for eligible veterans. SVDP participates in the Valley Individual Development Account (VIDA) program. This program offers financial planning and a matching savings account program for eligible participants. SVDP also refers tenants to NEDCO’s Financial Stability services

and hopes to strengthen this partnership, especially given the project location in close proximity to NEDCO's offices.

### Community Building

RSCs provide a monthly newsletter which highlights services of interest to the residents. Newsletters include a calendar of events for services and opportunities on site, within SVDP, with community partners, and throughout the larger community. RSCs will coordinate at least 1 monthly community gathering (potluck, movie night, bingo, etc.) to encourage community interaction and also as a forum to connect with residents and make appropriate referrals. These gatherings help residents feel a sense of ownership of their property, feel connected to each other, and gain information about their larger community.

The services and strategies described above will help stabilize residents and encourage self-sufficiency. Clients of Mainstream Housing will have access to additional services to promote independent living. These services are described in greater detail in Section 10.

10. Describe how residents will be encouraged to participate in decision making processes.

SVDP is committed to engaging residents in the ongoing management and operation of our properties. Property management will meet with each tenant and make sure they understand that we welcome any and all feedback about their unit, their property, and any issues they have. At similar SVDP owned properties, this type of resident engagement and feedback has resulted in changing rules for laundry room usage, adding raised beds for gardening, and establishing a "complex watch" group to monitor unwanted neighborhood activities. SVDP wants all of our properties to be successful and a large part of that depends on resident safety and satisfaction in how the property is managed.

### **Community Priorities**

11. Does this project meet the objectives of any of the local, state or federal plans listed below?  
(check all that apply)

- ☒ Consolidated Plan
- ☐ Housing Dispersal Policy
- ☐ Envision Eugene Plan
- ☒ Springfield 2030 Comprehensive Plan
- ☐ Area Plans (Land Use and/or Strategic Neighborhood Assessment & Planning Work Plan)
- ☒ Other: Main Street Corridor Vision Plan, 2015
- ☒ Other: Urban Renewal Plan, 2007

12. Please list the ways in which your project will meet the plan(s) checked. If none of the plans apply, describe how your project will fulfill a perceived need for affordable housing in the community. Be specific.

### Eugene Springfield Consolidated Plan 2015

In addition to meeting the priority needs as mentioned above, the location of the project qualifies as a low income (slum and blight) area. The plan notes that these areas can benefit from increased investment. By increasing the supply of affordable housing, the project helps to meet the goal of 600 new units for the consortium. The project will also increase access to affordable housing for developmentally disabled



persons. Moreover, the development of the project will attract significant outside investment in an identified low income area.

#### Springfield 2030 Plan – Residential Land and Housing Element, 2011

The entire plan 2030 Plan is not complete; however, the housing element portion of the plan was adopted by Council in June 2011. This project most directly helps to support the following Goal: “Foster Housing Choice and Affordability.” Within this, the project supports Policy H.9 “Provide a broad range of quality accessible and affordable housing options for very low, low, and moderate income residents.” It directly supports the Implementation Action 9.1 “Support the development of subsidized affordable housing with a goal of assisting 100 units every 5 years.”

#### Springfield Main Street Corridor Vision Plan, 2015

This plan focuses on the area from 10th to 69th street on Main Street along with some adjacent roads. The plan states:

*“Initially, five goals were established for Our Main Street and embraced as guiding principles for the Main Street Corridor Vision Plan:*

- *Encourage economic revitalization and land use redevelopment.*
- *Provide transportation choices to residents, businesses, and commuters to encourage individual and community well-being and public safety.*
- *Improve transportation safety and access for walkers, cyclists, transit riders, and drivers along and through the corridor.*
- *Improve aesthetics on Main Street, making it an attractive place to live, work, and shop.*
- *Create Main Street identities.”*

*Through community outreach, additional vision statements and goals were identified. They envision a new balance for Main Street. It is a balance between sustaining desirable community assets and guiding transitional changes in transportation, residential choices, business and job opportunities, and improvements to the attractiveness of Main Street” (p. 2).*

This proposed project is located in Segment 1 – Couplet Area. The housing goals state, “Increase the number of people living near Downtown...provide housing choices to a growing population over age 65” (p.20).

#### Downtown Urban Renewal Plan

“The primary goal of this Downtown Urban Renewal Plan is to assist in the revitalization of business and elimination of blight in the downtown area.” Urban renewal is accomplished in many ways, including the development of high-quality housing. One of the eight goals of this Plan is to, “Improve and Expand Housing Opportunities.”

This project helps to meet the objectives, goals and vision of many community plans. It not only provides much needed affordable housing for the low income and a special needs population but, due to its location along a transit corridor identified for redevelopment, it will help to achieve some of the desired outcomes of the Springfield 2030 Plan, Main Street Corridor Vision Plan, and the Downtown Urban Renewal Plan.

## SECTION 4 RELOCATION

1. Does this project involve the acquisition, demolition, or rehabilitation of any existing structures? *(If no, skip to Section 5)* Yes ☒ No ☐
2. If acquisition, have you included provisions that enable you to obtain tenant income and rent information, and to give notices to existing and incoming tenants prior to closing? Yes ☒ No ☐
3. Have you collected information on all current occupants of the property, including both residential and commercial tenants, and occupants with or without leases? Yes ☒ No ☐
4. Was anyone made to move within the 90 days prior to the execution of the Option Agreement/Conditional Contract? Yes ☐ No ☒

### Type of Relocation

5. Enter the number of tenant households to be relocated:

Residential:	Permanently	9	Temporarily		None	
Commercial:	Permanently	2	Temporarily		None	

6. Explain the income verification process and the strategy for addressing any current residents who are not eligible to remain in the building.

Since the buildings will be demolished for redevelopment, all current residents will be permanently relocated. The current property manager for ShelterCare completes income certification for all its residents and they have confirmed that all existing residents are at or below 30% AMI.

7. What requirements or guidelines govern your relocation plan? *(check all applicable)*

- ☒ Uniform Relocation Act  
☒ Section 104 [d]  
☐ Other (please specify):

8. Have you identified replacement or temporary units for those who will be displaced? Yes ☒ No ☐
9. Have you calculated tenants' relocation benefits in preparation of a relocation budget? Yes ☒ No ☐

## Relocation Notices

For projects subject to an established local relocation policy:

10. Have you provided General Information Notices to all occupants using the sample notices in HUD's Handbook on relocation (including both residential and commercial tenants, and occupants with or without leases)? Yes ☒ No ☐
11. Are you prepared to provide tenant information to Eugene/Springfield so that subsequent notices can be provided to tenants immediately upon notification of award of funding? (i.e., Notice of Eligibility or Notice of Non-Displacement) Yes ☒ No ☐
12. Is the applicant or property owner prepared to issue move-in notices to all new tenants that sign leases subsequent to this funding application? Yes ☒ No ☐
13. Is the applicant or property owner prepared to issue Intent to Vacate forms to all tenants who move from the property subsequent to this funding application? Yes ☒ No ☐

Please complete the following Excel form in Attachment D and place in this section:

► Form 4, Relocation Budget

## Attachments

- |  |
|--|
| <input checked="" type="checkbox"/> Tenant Relocation Plan – describe how the plan minimizes displacement. It should identify staff that will carry out relocation activities, provide an estimated timeline for all relocation activities, including the issuing of notices. The plan should also explain the rationale for any estimated costs in the relocation budget. |
| <input checked="" type="checkbox"/> Sample of the General Information Notice issued to all current occupants   |
| <input checked="" type="checkbox"/> Tenant Rosters (current and last 30 days)  |
| <input checked="" type="checkbox"/> Drafts of Move-in Notices  |
| <input checked="" type="checkbox"/> Drafts of Intent to Vacate Notices   |

Organization Name:	St. Vincent de Paul Society of Lane County, Inc.
Project Name:	Main on Main

## RELOCATION BUDGET

<b>Instructions:</b>
Outline the estimated relocation budget below.

Activities	Cost per Household/Business	Number to be Assisted	Budget
Relocation rental/purchase assistance by size of unit to be replaced			
Studios	\$ 14,100.00	3	\$ 42,300.00
1 bedrooms	\$ 14,100.00	1	\$ 14,100.00
	\$ -		\$ -
	\$ -		\$ -
Permanent Moving Expenses (studio)	\$ 800.00	8	\$ 6,400.00
Permanent Moving Expenses (1 bed)	\$ 1,000.00	1	\$ 1,000.00
Replacement cost for business	\$ -		\$ -
Advisory services	\$ -		\$ -
Other (please specify)	\$ -		\$ -
<b>Total</b>			\$ 63,800.00

\*Please remember to enter your total relocation budget in your Proforma.

## TENANT RELOCATION PLAN

Since the buildings will be demolished for redevelopment, all current residents will be permanently relocated. There are 9 residential units managed by ShelterCare and occupied by individuals with psychiatric disabilities. There are also 2 commercial tenants: Brethren Community Services (BCS operates the Fair Trade on Main store in the Brethren building) and ShelterCare (has office space in the residential building). BCS is a nonprofit entity that was formed to redevelop this property, and is owned by the Springfield Church of the Brethren (SCOB), who owns the property. SCOB is represented on the board but BCS is a distinct legal entity. It has been SCOB's intention to see this property redeveloped for affordable housing since it originally purchased the land. ShelterCare has been aware of this vision also. Both have been actively involved in developing the relocation plan.

All tenants have been notified of the sale of the property and have been given the first General Information Notice. SVDP will continue to work with city staff and make sure the appropriate notifications are sent. We will follow the Uniform Relocation Act and Section 104 [d] guidelines in determining relocation assistance.

As stated above, both of the commercial tenants are considered partners in the redevelopment of this property and have been aware and supportive of redevelopment plans for many years. They have both indicated that they will waive relocation assistance; therefore nothing is included in the relocation budget for these tenants.

The individuals living in the residential units are a sensitive and vulnerable population. Currently 3 of the units have ShelterPlus Care (SPC) vouchers and one other unit is pending for an SPC voucher. The remaining 5 units are all at or below 30% AMI and do not currently have rental assistance. SVDP and ShelterCare have been working closely together to develop a multi-pronged approach for relocation of these residents. Our ultimate goal is to either place these tenants into a similar ShelterCare housing project or to find them some form of rental assistance in order to afford rent at a comparable property. All residents will continue to receive case management support services from ShelterCare.

Strategy for securing housing:

- Due to long waitlists for ShelterCare housing and SPC vouchers, ShelterCare is encouraging all tenants to immediately submit applications to get on the waitlists.
  - Afiya (adjacent to project site) and Hawthorn are similar ShelterCare properties that would be most appropriate for these tenants.
  - The 5 tenants without rental assistance will be encouraged to submit applications for a SPC voucher.
- ShelterCare recently received a \$556,200 grant by the Oregon Health Authority's Health Systems Division to provide housing to 30 people with mental health issues who are homeless or at risk of being homeless. This is another option for those tenants without SPC vouchers.
- We will explore other opportunities for rental assistance programs.
- SVDP will provide priority on our waitlists for 4 of these residents.

SVDP and ShelterCare think that we can realistically secure either similar ShelterCare housing or rental assistance for each resident. However, to be conservative for the budget, SVDP has assumed that we will not be able to secure rental assistance for 4 of the 5 units that currently do not have it. Our estimate of \$63,800 for relocation assistance is based on the following factors and assumptions:

- There are 8 two room studios and 1 one bedroom unit.

- Moving expenses were estimated based on the Fixed Residential Moving Cost Schedule: \$800 for a two room studio and \$1,000 for a one bedroom unit.
- The 4 units that are unable to secure rental assistance will be placed in SVDP affordable housing.
- Current one bedroom comps at SVDP have an average rent of \$450.
- Residents currently pay 30% of their income on rent, which averages \$215.
- The difference between current rent and comparable rent is \$235. Our budget assumes this amount for 60 months, as required by Section 104 [d].
- SVDP and ShelterCare will be responsible for advisory services so no cost was estimated for that.

SVDP staff will be responsible for overseeing all relocation activities and making sure that URA and Section 104 [d] are being followed. ShelterCare will coordinate communication with tenants, including their case managers and peer support specialists when appropriate. SVDP and ShelterCare will work closely with each other to aggressively search for appropriate and affordable replacement units and securing additional vouchers in order to minimize the impact of this move as much as possible for this vulnerable population.

SVDP held a tenant meeting with ShelterCare residents and their case managers to explain our plan for the relocation process and timeline. We handed out General Information Notices to the 7 residents who attended. Notices have been mailed to the other 2 residents. Case managers will meet with those 2 residents to share what was discussed at the meeting. If needed, we will meet with those residents to answer any questions they may have.

Immediately following notification of a tax credit allocation, SVDP and ShelterCare will begin to aggressively search for and line up replacement units. As soon as the HOME Agreement is executed, we will send out notices of eligibility and 90 day notices. Assuming the HOME Agreement is executed by the end of January 2017, we estimate that all tenants would be moved out of the project by the anticipated demolition on June 1, 2017.



# St. Vincent de Paul Society of Lane County, Inc.

Office (541) 687-5820 • Fax (541) 683-9423  
Stores Donation (541) 345-0595  
Social Services (541) 689-6747

2890 Chad Drive Eugene, OR 97408  
PO Box 24608 Eugene, OR 97402  
Email askme@svdp.us  
Visit us at www.svdp.us

## GENERAL INFORMATION NOTICE

January 27, 2016

Dear [REDACTED]

St. Vincent de Paul Society of Lane County, Inc. is interested in acquiring the property you currently occupy at 1062 Main Street #2, Springfield, OR 97477 for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME program.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under the URA, if the proposed project receives HUD funding and if you are displaced as a result of acquisition for the project.

- This is not a notice to vacate the premises.
- This is not a notice of relocation eligibility.

If you are determined to be eligible for relocation assistance in the future, you will be given: 1) Reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help you successfully relocate to another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You cannot be required to move permanently unless at least one comparable replacement dwelling has been made available to you. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered. The enclosed HUD brochure, "Relocation Assistance To Tenants Displaced From Their Homes" provides an explanation of this assistance and other helpful information.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child. All persons seeking URA relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility, you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans. In order to

help you fully participate in the relocation process, reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency. Please let our representative know if you need auxiliary aides, written translation, oral interpretation, or other assistance in order to fully participate in the relocation process.

**Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time.** If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact me directly by phone at (541) 743-7139, email at [nora.cronin@svdp.us](mailto:nora.cronin@svdp.us), or by mail at:

Nora Cronin  
Housing Development Associate  
St. Vincent de Paul Society of Lane County, Inc.  
2890 Chad Drive  
Eugene, OR 97408

Sincerely,

A handwritten signature in black ink, appearing to read "Nora Cronin", with a stylized, cursive script.

Nora Cronin



**BRE Long Term Resident Rent roll**  
**February 1, 2016**

<b>Apt #</b>	<b>Resident</b>	<b>Move-out date (if applicable)</b>	<b>Prior Balance Due (or credit)</b>	<b>Full monthly rent amount</b>	<b><u>Tenant payment amount</u></b>	<b>Payee</b>	<b>Balance Due this month (or credit)</b>
1			0	390.00	211.00	Self	
2			0	390.00	254.00	Self	
3			0	390.00	180.00	Self	
4			219.00	390.00	206.00	Self/SPC	165.00
6			0	390.00	219.00	?	
7			0	390.00	0	SPC	
8			0	390.00	206.00	LCMH/SPC	
9			0	390.00	0		
10			360.00	390.00	220.00	Self	80.00

Notes:

**NOTICE OF INTENT TO OCCUPY – HOUSING  
MOVE-IN NOTICE**

1062 Main Street, Unit #  
Springfield, OR 97477

List name of tenant(s) who will occupy **this rental unit**: \_\_\_\_\_

On February 5, 2016, St. Vincent de Paul Society of Lane County, Inc. (SVDP) submitted an application to the Eugene-Springfield HOME Consortium for financial assistance under a program funded by the Department of Housing and Urban Development (HUD). The proposed project involves acquisition of the property located at 1062 & 1072 Main Street, Springfield, OR 97477. Because Federal funds are planned for use in this project, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) may apply to persons in occupancy at the time the application was submitted for HUD funding.

**However, if you choose to occupy this property subsequent to the application for federal financial assistance, as a new tenant, you will not be eligible for relocation payments or assistance under the URA.**

This notice is to inform you of the following information **before you enter into any lease agreement and/or occupy the property located at the above address:**

- You may be displaced by the project.
- You may be required to relocate temporarily.
- You may be subject to a rent increase.
- You will not be entitled to any relocation payments or assistance provided under the URA. If you have to move or your rent is increased as a result of the above project, you will not be reimbursed for any such rent increase or for any costs or expenses you incur in connection with a move as a result of the project.

Please read this notification carefully prior to signing a lease/rental agreement and moving into the project. If you should have any questions about this notice, please contact Nora Cronin, Housing Development Associate, SVDP, 2890 Chad Drive, Eugene, OR 97408, by email at [nora.cronin@svdp.us](mailto:nora.cronin@svdp.us) or by phone at (541) 743-7139.

**Once you have read and have understood this notice, please sign the statement below if you still desire to lease the unit.**

**All signers on the lease/rental agreement must sign below:**

\_\_\_\_\_  
Tenant Signature(s)

\_\_\_\_\_  
Date

## VOLUNTARY CESSATION OF TENANCY

Owner or Property Manager, please complete the following:

Date:

Property Name:

Property Address:

1062 Main Street, Springfield, OR 97477

Management Company:

ShelterCare

Manager's Name:



Tenant's Name:

Tenant's Address:

Move In Date:

Move Out Date:

Tenant, please complete the following:

Tenant Name: (print)

New Address:

Telephone:

### Tenant Certification

On 1/27/16, I was issued a General Information Notice describing a federally funded project. By moving from this property of my own free will, I acknowledge that I have not been involuntarily displaced and may make no claim against the property owner or St. Vincent de Paul Society of Lane County, Inc. as a displaced person (as defined by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended).

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

## SECTION 5

### PROJECT SCHEDULE

#### Project Schedule Narrative

1. Please provide a narrative description to accompany the Form 5 project schedule in your proforma. Please be specific about how the timelines were determined for obtaining commitments for leveraged project financing, forming legal ownership entities, real estate closing, temporary and permanent relocation, construction commencement, construction completion, lease-up, etc. Describe the plan for securing all financing and the plan to complete acquisition within 12 months.

While the HOME funding application is begin reviewed, SVDP will continue doing due diligence on the property. We will complete an appraisal and environmental testing prior to a HOME funding decision. By completing the environmental report early, this ensures that the city will have everything they need to start the HUD review as soon as possible.

After an award of HOME funding, the project's schedule hinges on a tax credit allocation. OHCS has not released an official date for their LIHTC NOFA; however, they have said it would likely be released in May, due in July, and award notifications in October. If we are awarded funding from OHCS the project can move forward according to plan.

Based on conversations with city staff, we have estimated that the HOME environmental review will begin immediately following the funding decision and will take approximately 9 months to complete. The part that takes the longest is the NOAA review. SVDP will make sure the city has everything it needs to begin the review as soon as possible. SVDP will be prepared to execute the HOME Agreement and acquire the property as soon as the HOME environmental review is complete. As long as the review only takes 9 months, we will be able to complete the acquisition within the desired 12 months.

As soon as the HOME Agreement is executed, SVDP will begin relocation proceedings. The goal is to have everyone relocated at least one month prior to scheduled demolition on June 1, at the start of summer construction season.

Concurrent with HOME environmental review and submitting a funding application to OHCS, SVDP will be working closely with the design team to ensure we get through site review and permitting according to our schedule. The goal is to have completed site review just before we anticipate an award notification from OHCS. Site review can take up to 4 months so we plan to submit for site review at least 4 months prior to when we expect OHCS to make a funding decision. That way, immediately following a tax credit allocation, the design team can proceed with preparing documents to submit for permitting. The architect has estimated 5 months to prepare construction plans and assumes 6 weeks for the city to approve the plans for permit.

Immediately following a tax credit allocation, SVDP will secure a tax credit investor and lenders and begin moving forward with all of their required due diligence. It is at this time that we will form the legal

ownership entity. This will provide enough time to negotiate terms of the deal and work through underwriting. We will execute the partnership agreement and close on the construction loan as soon as we receive building permits.

Meili Construction has estimated 12 months for construction. Based on the huge demand for this type of housing and experience with similar projects, SVDP estimates one month for lease-up. Our lender requires 3 months of stabilization after lease-up prior to converting from construction financing to the permanent loan.

SVDP is an experienced developer who knows how to navigate all of the requirements for HOME and tax credit projects and typical development challenges. We are confident this project schedule is feasible.

Please complete the following Excel form in Attachment D and place in this section:

► Form 5, Project Schedule

Organization Name:	St. Vincent de Paul Society of Lane County, Inc.
Project Name:	Main on Main

## PROJECT SCHEDULE

### Instructions:

- Provide "Date Completed" and "Status" information for the following project tasks at a minimum.
- If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed.
- Submit this form in chronological order. Use the sort function to reorder the form by the "Date Completed" column.
- For each new task you enter in this column, also enter the appropriate category in the first column.

Category	Tasks	Date Completed or Expected Completion	Status
Construction	Selection of general contractor	1/4/2016	
Feasibility/Due Diligence	Neighborhood notification	1/12/2016	Presented to Springfield's CDAC
Site Control	Option Agreement/Conditional contract	1/26/2016	Executed January 26, 2016
Relocation	GIN's delivered to tenants	1/27/2016	Most tenants received GINs at tenant meeting. GINs were mailed to those tenants not at the meeting.
Relocation	Planning and budget	2/5/2016	
Relocation	Initiation of negotiations	2/5/2016	
Financing	Application for funding (HOME):	2/5/2016	
Financing	Commitment for rental assistance	2/5/2016	Received commitment for vouchers from HACSA for DD units.
Feasibility/Due Diligence	Phase I Environmental Assessment	4/15/2016	Initial Phase I will be completed by 4/15/16 for the HOME Environmental Review. An update will be required within 6 months prior to starting construction.
Financing	Initial Appraisal	4/15/2016	This is the initial appraisal to determine fair market value of the property for purchase.
Financing	Award date for funding source (HOME):	4/15/2016	
Feasibility/Due Diligence	Site survey	6/1/2016	
Financing	Application for funding (LIHTC/GHAP/OAHTC):	7/15/2016	OHCS has not released a date for this application. This is an estimate.
Design/Permitting	Preliminary drawings completed	7/15/2016	Conceptual drawings were completed for HOME application. More design will be done for preliminary drawings to be submitted with NOFA application to OHCS.
Design/Permitting	Site review	10/15/2016	Submit for site review by 6/15/16.
Financing	Award date for funding source (LIHTC/GHAP/OAHTC):	10/31/2016	OHCS has not released a timeline for their NOFA. This is an estimate.
Financing	Construction lender selection	12/31/2016	
Financing	LIHTC investor selection	12/31/2016	
Site Control	Site Acquisition	2/1/2017	Must close prior to July 31, 2017
Relocation	Notice of Eligibility to tenants	2/1/2017	
Relocation	90 day notice to tenants	2/1/2017	
Feasibility/Due Diligence	Market study	3/1/2017	The market study will be completed after the LIHTC award notification. This is usually combined with the required project appraisal for lender and investor.
Financing	Appraisal	3/1/2017	This is usually combined with the market study as required by the lender and investor for final project underwriting.
Financing	Permanent loan commitment letter	3/1/2017	
Financing	Construction loan commitment letter	3/1/2017	
Relocation	Advisory services to tenants	4/1/2017	Advisory services will begin as soon as HOME agreement is executed.
Design/Permitting	Building permit application submitted	4/1/2017	
Design/Permitting	Final Plans and Specs Completed	4/1/2017	Start construction documents after site review is complete and OHCS award notification by 11/1/16.
Financing	Construction cost estimate	4/15/2017	Final construction cost estimate will be completed within 6 prior to construction start.
Construction	Final bids	4/15/2017	
Feasibility/Due Diligence	Relocation of existing tenants	5/1/2017	
Relocation	Tenant move out	5/1/2017	All tenants will be moved out one month prior to anticipated demolition date.

[illegible]

## SECTION 6 DEVELOPMENT BUDGET

### Development Budget Narrative

1. Please provide a narrative description regarding the development budget (specifically related to the Sources and Uses of Funds tabs in the pro forma). Please provide justifications of all costs and assumptions. Describe any choices the development team has made related to long-term affordability and cost savings.

#### Sources:

To determine reasonable sources for the project, we relied on our understanding of the current sources available. The Low Income Housing Tax Credits (LIHTCs), Oregon Affordable Housing Tax Credits (OAHTCs), and General Housing Account Program funds (GHAP) will be applied for through Oregon Housing and Community Services (OHCS) in the next NOFA (anticipated to be release in May 2016 and due in July 2016).

SVDP has consulted with National Equity Fund (NEF) as the potential investor for LIHTC equity. They have advised us to assume a price of \$0.99 per credit. A letter of interest is attached to this application. OHCS has confirmed that we can now use the applicable rate of 9%. Additionally, the project fits the criteria to qualify for the state's basis boost. Both of these factors allow for more eligible basis in the project and the flexibility of requesting more tax credits.

SVDP has also worked closely with Network for Oregon Affordable Housing (NOAH) regarding the permanent loan with OAHTCs. A letter of interest is attached to this application. The permanent loan is sized so that the project has a breakeven DCR for the length of the loan term (20 years), while maintaining rents currently set to be affordable at 48% AMI. This is the maximum size loan this project can support.

The HOME requested amount is \$600,000. Many factors were considered in determining the HOME amount. SVDP worked with the city of Springfield to determine what amount would work best for the city, in terms of commitment of HOME funds, and for the project. We were also conscious about making sure that we could meet the required HOME match. We will be able to meet the match requirement with: GHAP, savings on permanent loan due to lower interest rate, Brethren donation, and possibly a partial land donation (will be negotiated when appraisal is complete). Based on the HOME amount, we plan to have 11 HOME units at the project, which is nearly a third of the units. The HOME requested amount is 8% of the total project cost and each HOME dollar leverages \$11.42 in other funding and investment.

A community member gave a bequest specifically to develop this property as affordable housing. The original bequest given to Brethren Community Services (BCS) was \$50,000. BCS gave these funds to Mainstream Housing to manage for the development of the project. Several predevelopment activities were previously paid for outside of this project budget. The current balance of the donation that will be used for this project is \$42,946. A letter from Mainstream Housing confirming this commitment is attached to this application.



SVDP is not deferring any developer fee at this time. However, we could increase deferred fee if project costs increase more than anticipated with the inflation factor.

**Uses:**

To determine estimated uses for the project we relied on our experience from similar past projects and consultation with our project partners.

Acquisition Costs

SVDP has entered into an Option Agreement to purchase the land from the Springfield Church of the Brethren (SCOB) for \$226,000. We reached this purchase price by looking at the Real Market Value on Lane County property tax records and consulting with two different real estate agents. SCOB and SVDP agreed to only put a value to the land, since there would be a significant cost to deal with hazardous materials abatement and demolition of the buildings prior to development. We will order an appraisal to determine fair market value. If the appraised amount is lower than \$226,000, the purchase price will be the appraised value. If the appraised value is higher, we will negotiate with SCOB terms of the purchase. It is likely that SCOB would consider the difference of a higher value as partial donated land to the project.

Construction Costs

SVDP worked with a Meili Construction to develop construction estimates. These are based upon preliminary designs and specifications provided by Bergsund DeLaney and actual costs of recently completed projects with very similar building type and specifications. Not including contingency, the construction costs are \$147 per square foot. This includes all the elements necessary to meet the Earth Advantage criteria (including: Energy Star rated appliances, compact fluorescent lighting fixtures throughout, continuous ventilation fans, water conserving fixtures, low VOC paints and adhesives, and efficient water heating). In addition to green elements, we also include methods that improve overall durability including kiln dried lumber; 16 on center studs; and commercial grade flooring. The Meili estimate includes a slight inflation factor and we have included a 5% hard contingency.

The project is exempt from federal Davis-Bacon wage requirements because we have less than 12 HOME units and we are not using CDBG. Additionally, the project is exempt from Oregon prevailing wage rates because it is a residential construction project that predominantly provides affordable housing, it will be privately owned, and is not more than four stories in height.

We consulted with BB&A Environmental regarding hazardous materials abatement in the buildings prior to demolition. Based on a visual inspection with BB&A, we have conservatively estimated a worst-case scenario for how much material contains asbestos and what it would cost to remove it. Additionally, there is evidence of a possible oil heating tank buried underneath one of the buildings. BB&A has provided an estimate on what it would likely cost to remove it. As part of our due diligence in the coming months, we will do a probe to determine the extent of the issues surrounding this tank. This testing is also included in the development budget.

We discussed the project with SUB water and electric divisions to determine a reasonable estimate for meters and other utility fees.

### Development Costs

Where applicable, consultants and third parties provided actual fee estimates (architectural, engineering, surveying, environmental testing). Other costs were obtained based on recent actual costs for other projects (market study, soils report, legal, special inspections, Earth Advantage certification, cost certification, insurance, title insurance).

The city of Springfield staff estimated the building permit fees and system development charges. We also included the separate SDCs for Willamalane. The developer fee is within OHCS's guidelines for developer fee percentages. There are no consultant fees. The construction loan fees and interest are estimates based on a construction loan amount of \$4.7 million at 3.5% interest, a 12-month construction schedule, and 5 months for lease-up/stabilization (this was verified by Wells Fargo). Permanent loan fees were verified by the permanent lender. The tax credit fee is set by OHCS and paid to the department. The tax credit legal fee is paid to the investor, NEF. The development contingency is for soft cost overruns and is required by the construction lender. Tenant relocation is estimated at \$63,800 and is explained in more detail in the Tenant Relocation Plan (attachment in Section 4 of the application). The operating reserve is required by the investor in the amount of 6 months of must pay debt and expenses.

SVDP has successfully developed 23 Low Income Housing Tax Credit projects. We have been continually working with our financial partners to identify changing requirements and incorporating them into our development and operating budgets in order to ensure successful development of **Main on Main**. We have utilized our design, construction, financing and other project partners to obtain the best information available in order to develop a sound, reasonable project budget.

Please complete the following Excel form in Attachment D and place in this section:

► Form 6, Proforma (includes several tabs)

## Project Summary

<b>Project Name</b>	Main on Main	<b>Date</b>	2/5/2016
<b>Project Type</b>	select X for each applicable	<b>Pro Forma Type:</b>	(A) Original Application
	-- Acq/Rehab		
	X New Construction	<b>Project Square Feet</b>	total %
	-- Rehab	Residential	20,825 67.9%
	-- Preservation	Common Space	9,855 32.1%
		Commercial	0 0.0%
		Total Res Sq Ft	30,680 100.0%
<b>Number of Units</b>	35	Total	30,680 --

figures\* based on:

(A) Original Application

\*specified in row 5 "pro forma type":

### Overall Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft	% of Total Costs
Total	\$7,453,817	\$212,966	\$242.95	-
Acquisition	\$232,500	\$6,643	\$7.58	3.1%
Construction	\$4,917,761	\$140,507	\$160.29	66.0%
Development	\$2,303,557	\$65,816	\$75.08	30.9%

### Development & Construction Cost / Unit Type

	tot sq ft	tot units	Dev & Const cost/unit
0 bedroom	0	0	-
1 bedroom	20,825	35	\$206,323
2 bedroom	0	0	-
3 bedroom	0	0	-
4 bedroom	0	0	-
5 bedroom	0	0	-

Common Areas:	9,855	\$282
Development & Construction Costs		\$7,221,317
Dev & Const Cost / Res Sq Ft:		\$235

### Construction Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft
Total Construction Costs minus GC/O/P	\$4,365,983	\$124,742	\$142.31
Total Builder GC/O/P	\$551,778	\$15,765	\$17.98
Builder General Conditions	\$308,150	\$8,804	\$10.04
Builder Overhead	\$81,209	\$2,320	\$2.65
Builder Profit	\$162,419	\$4,641	\$5.29
Construction Contingency	\$225,608	\$6,446	\$7.35

### Development Costs

	Total Costs	Cost / Unit	% Construction
Architect's Fee	\$312,620	\$8,932	6%
	Total Costs	% of Development	Cost / Unit
Development Contingency	\$77,894	3.5%	\$2,226

	Total	% of Total	Cost / Unit
Developer Fee	\$800,000	12%	\$22,857
Consultant Fee	\$0	0%	\$0
Minimum Required non-profit share of Developer Fee (If Applicable)	\$200,000	3%	\$5,714

## Project Name

Main on Main

## Date

2/5/2016

Total Developer Fee	\$800,000	12%	\$22,857
Total Deferred Fee	\$0	0%	\$0
Total Cash Developer Fee	\$800,000	12%	\$22,857

## Operating Income &amp; Expense:

<b>Income:</b>	Total	Percent of EGI	\$ / Unit
EGI without OAHTC	\$208,960	--	\$5,970
EGI with OAHTC	\$181,060	--	\$5,173
<b>Expenses:</b>	Total / Unit	Percent of EGI w/o OAHTC	Percent of EGI w OAHTC
Total Op Expenses / Unit	\$4,157	69.6%	80.4%
Less Property Tax / Unit	\$300	5.0%	5.8%
Less resident services / Unit	\$100	1.7%	1.9%
<b>Net Op Exp/Unit</b>	<b>\$3,757</b>	<b>62.9%</b>	<b>72.6%</b>
On Site Mgmt Fee / Unit	\$792	13.3%	15.3%
Off Site Mgmt Fee / Unit	\$392	6.6%	7.6%
<b>Total Mgmt Fee / Unit</b>	<b>\$1,184</b>	<b>19.8%</b>	<b>22.9%</b>
Maintenance & Repairs / Unit	\$457	7.7%	8.8%
<b>Replacement Reserve</b>	<b>\$0</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Net Operating Income:</b>	Total	Percent of EGI	\$ / Unit
Net Operating Income without OAHTC	\$63,450	30.4%	\$1,813
Net Operating Income with OAHTC	\$35,550	19.6%	\$1,016
<b>Debt Coverage Ratio:</b>	Total		
Primary DCR without OAHTC	2.71		
Primary DCR with OAHTC	2.47		
Total DCR without OAHTC	2.71		
Total DCR with OAHTC	2.47		
<b>Cash Flow:</b>	Total	Percent of EGI	\$ / Unit
Primary Cash Flow without OAHTC	\$40,067	19.2%	\$1,145
Primary Cash Flow with OAHTC	\$21,134	11.7%	\$604
Total Cash Flow without OAHTC	\$40,067	19.2%	\$1,145
Total Cash Flow with OAHTC	\$21,134	11.7%	\$604

## LIHTC

	Total Costs	Cost / Unit	
Total Qualified Basis:	\$8,925,897	\$255,026	
Total Amount Of Credit Requested:	\$635,000	\$18,143	
Total Amount of Credit Allowable:	\$803,331	\$22,952	
Net Tax Credit Investor Proceeds:	\$6,286,500	\$179,614	
	(from Uses)	(from Tax Credit Calc)	Difference
<b>LIHTC Ineligible Costs</b>	<b>\$587,743</b>	<b>\$587,743</b>	<b>\$0</b>

## OAHTC:

	Total	Annual Per Unit	Per Unit
Annual Pass-through:	\$23	\$9,384	\$268.11
Actual Pass-through:	\$95	\$38,904	\$1,111.54
Over/Under:	\$72	\$29,520	\$843.43

## SOURCES OF FUNDING

Project Name: **Main on Main**

Date: **2/5/2016**

Funding Source	RESIDENTIAL						COMMERCIAL	
	HOME Match (select)	Initial Application	Carryover	Final Application	Status	Anticipated or Firm Commitment Date	Commercial	Anticipated or Firm Commitment Date
<b>OHCS GRANTS &amp; EQUITY</b>								
LIHTC Equity		\$6,285,871	\$0	\$0				
HOME								
GHAP		\$200,000						
<b>Total OHCS Grants &amp; Equity</b>		\$6,485,871	\$0	\$0			\$0	

<b>OHCS LOANS</b>								
Tax Exempt Bonds								
HOME								
<b>Total OHCS Loans</b>		\$0	\$0	\$0			\$0	

<b>NON-OHCS GRANTS (list)</b>								
<b>Total NON-OHCS Grants</b>		\$0	\$0	\$0			\$0	

<b>NON-OHCS LOANS (list as applicable)</b>								
Permanent Loan (write bank name)		\$325,000						
HOME		\$600,000						
<b>Total NON-OHCS Loans</b>		\$925,000	\$0	\$0			\$0	

<b>APPLICANT CONTRIBUTIONS (list additional as applicable)</b>								
Cash								
Deferred Development Fee								
<b>Total Applicant Contribution</b>		\$0	\$0	\$0			\$0	

<b>OTHER: (list additional as applicable)</b>								
Cash flow During Rehab								
Brethren donation		\$42,946						
<b>Total Other Funds</b>		\$42,946	\$0	\$0			\$0	

<b>TOTAL FUND SOURCES</b>	<b>\$7,453,817</b>	<b>\$0</b>	<b>\$0</b>	(Note: Total Fund Sources must match "Total Project Cost" from Uses of Funding page.)	<b>\$0</b>
(original) <b>Surplus or Gap</b>	<b>\$0</b>				

<b>Other OHCS non-equity sources:</b>					
Oregon Affordable Housing Tax Credit (OAHTC)		\$325,000	(loan amount from OAHTC worksheet)		
Construction bridge loan			(enter loan amount)		
Predevelopment Loan			(loan amount)		

# USES OF FUNDS

Project Name: Main on Main Date: 2/5/2016 Pro Forma Type: (A) Original Application

Acq/Rehab	--
Number of Units:	35
IRS Set-aside	40 / 60
Residential Unit Square Footage:	20,825
Residential Common Areas:	9,855
Commercial/other	0
Total Residential Square Footage:	30,680
Total Square Footage:	30,680

## Total / Summary Costs Based on:

### Residential Summary:

	Total	Acquisition	Construction	Development
Total Costs	\$7,453,817	\$232,500	\$4,917,761	\$2,303,557
Cost / Unit	\$212,966	\$6,643	\$140,507	\$65,816
Cost / Res Sq Ft	\$243	\$8	\$160	\$75
% of Total Costs	-	3.1%	66.0%	30.9%

## (A) Original Application

As Selected on Summary Page

COSTS:	Total Costs (comm & res; based on pro forma type selection on summary page)	COMMERCIAL (where applicable)	RESIDENTIAL								These two columns are for	
											LIHTC APPLICANTS ONLY	
		Commercial	(A) Original Application	Cost per Unit	(B) Carryover Application	% Diff (B/A)	Cost per Unit	(C) Final Application	% Diff (C/B)	Cost per Unit	Funding Source	Total Estimated Eligible Basis

## Acquisition Costs

Purchase Price:													
Land	\$226,000		\$226,000	\$6,457		-100.0%	-		-	-		n/a	
Improvements	\$0			-		-	-		-	-			
Liens and Other Taxes	\$0			-		-	-		-	-			
Closing/Recording	\$1,500		\$1,500	\$43		-100.0%	-		-	-			
Extension Fees	\$0			-		-	-		-	-			
Other (list below):													
Original appraisal	\$5,000		\$5,000	\$143		-100.0%	-		-	-			
	\$0			-		-	-		-	-			
	\$0			-		-	-		-	-			

Acquisition Costs Subtotal:	\$232,500	\$0	\$232,500	\$6,643	\$0	-100.0%	-	\$0	-	-	--	\$0	\$0
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## Construction Costs

Off-site Work	\$0			-		-	-		-	-		\$0	
On-site Work	\$294,189		\$294,189	\$8,405		-100.0%	-		-	-		\$294,189	
Hazardous Materials Abatement	\$105,000		\$105,000	\$3,000		-100.0%	-		-	-		\$105,000	
Demolition	\$30,660		\$30,660	\$876		-100.0%	-		-	-		\$30,660	
Residential Building	\$3,120,221		\$3,120,221	\$89,149		-100.0%	-		-	-		\$3,120,221	
Commercial Space/Building	\$0			-		-	-		-	-		n/a	
Common Use Facilities	\$294,140		\$294,140	\$8,404		-100.0%	-		-	-		\$294,140	
FF&E (Common Area Furnishings)	\$0			-		-	-		-	-		\$0	
Internet Wiring & Equipment	\$0			-		-	-		-	-		\$0	
Landscaping	\$44,530		\$44,530	\$1,272		-100.0%	-		-	-		\$44,530	
Elevator	\$100,000		\$100,000	\$2,857		-100.0%	-		-	-		\$100,000	
Laundry Facilities	\$0			-		-	-		-	-		\$0	
Storage/Garages	\$0			-		-	-		-	-		\$0	
Builder's Liability Insurance	\$40,605		\$40,605	\$1,160		-100.0%	-		-	-		\$40,605	
Performance Bond	\$36,030		\$36,030	\$1,029		-100.0%	-		-	-		\$36,030	
3rd Party Const. Management	\$0			-		-	-		-	-		\$0	
Contingency	\$225,608		\$225,608	\$6,446		-100.0%	-		-	-		\$225,608	
General Conditions	\$308,150		\$308,150	\$8,804		-100.0%	-		-	-		\$308,150	
Contractor Overhead	\$81,209		\$81,209	\$2,320		-100.0%	-		-	-		\$81,209	
Contractor Profit	\$162,419		\$162,419	\$4,641		-100.0%	-		-	-		\$162,419	
Other (list below):													
utility meters and fees	\$75,000		\$75,000	\$2,143		-100.0%	-		-	-		\$75,000	
	\$0			-		-	-		-	-		\$0	
	\$0			-		-	-		-	-		\$0	

Construction Costs Subtotal:	\$4,917,761	\$0	\$4,917,761	\$140,507	\$0	-100.0%	-	\$0	-	-	--	\$4,917,761	\$0
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## Development Costs

# USES OF FUNDS

Project Name:	Main on Main				Date:	2/5/2016	Pro Forma Type:	(A) Original Application
Land Use Approvals	\$0			-	-	-	-	\$0
Building Permits/Fees	\$75,000		\$75,000	\$2,143	-100.0%	-	-	\$75,000
System Development Charges	\$292,965		\$292,965	\$8,370	-100.0%	-	-	\$292,965
Market Study	\$7,500		\$7,500	\$214	-100.0%	-	-	\$7,500
Environmental Report	\$5,000		\$5,000	\$143	-100.0%	-	-	\$5,000
Lead Based Paint Report	\$0			-	-	-	-	\$0
Asbestos Report	\$4,835		\$4,835	\$138	-100.0%	-	-	\$4,835
Soils Report (Geotechnical)	\$5,500		\$5,500	\$157	-100.0%	-	-	\$5,500
Survey	\$6,000		\$6,000	\$171	-100.0%	-	-	\$6,000
Capital Needs Assessment	\$0			-	-	-	-	\$0
Marketing/Advertising	\$0			-	-	-	-	n/a
Insurance	\$20,000		\$20,000	\$571	-100.0%	-	-	\$20,000
OHCS Fees	\$4,000		\$4,000	\$114	-100.0%	-	-	\$4,000
OHCS Const. Inspection	\$0			-	-	-	-	\$0
OHCS Constr. Analyst	\$0			-	-	-	-	\$0
Other (list below):								
City HOME Review	\$15,000		\$15,000	\$429	-100.0%	-	-	\$15,000
	\$0			-	-	-	-	\$0
	\$0			-	-	-	-	\$0
General Fees								
Architectural	\$312,620		\$312,620	\$8,932	-100.0%	-	-	\$312,620
SPD Architectural Review Fee	\$0			-	-	-	-	\$0
Engineering	\$61,000		\$61,000	\$1,743	-100.0%	-	-	\$61,000
Legal/Accounting	\$30,000		\$30,000	\$857	-100.0%	-	-	\$20,000
Cost Certification	\$9,000		\$9,000	\$257	-100.0%	-	-	\$9,000
Appraisals	\$10,000		\$10,000	\$286	-100.0%	-	-	\$10,000
Special Inspections/Testing	\$10,000		\$10,000	\$286	-100.0%	-	-	\$10,000
Developer Fee	\$800,000		\$800,000	\$22,857	-100.0%	-	-	\$800,000
Consultant Fee	\$0			-	-	-	-	\$0
Rate Lock Fee	\$0			-	-	-	-	\$0
Other (list below):								
Earth Advantage Certification	\$15,000		\$15,000	\$429	-100.0%	-	-	\$15,000
	\$0			-	-	-	-	\$0
	\$0			-	-	-	-	\$0
Construction Loan Costs/Fees								
Lender Inspection Fees	\$12,000		\$12,000	\$343	-100.0%	-	-	\$12,000
Lender Title Insurance	\$25,000		\$25,000	\$714	-100.0%	-	-	\$25,000
Lender Legal Fees	\$25,000		\$25,000	\$714	-100.0%	-	-	\$25,000
Loan Fees	\$35,000		\$35,000	\$1,000	-100.0%	-	-	\$35,000
Loan Closing Fees	\$5,000		\$5,000	\$143	-100.0%	-	-	\$5,000
Property Taxes (Constr Period)	\$5,000		\$5,000	\$143	-100.0%	-	-	\$5,000
Insurance	\$0			-	-	-	-	\$0
Bridge Loan Fees								
Bridge Loan Legal	\$0			-	-	-	-	
Bridge Loan Trustee	\$0			-	-	-	-	
Bridge Loan Underwriting	\$0			-	-	-	-	
Permanent Loan Fees								
Perm. Loan Fee	\$6,500		\$6,500	\$186	-100.0%	-	-	n/a
Perm. Loan Closing Fees	\$7,500		\$7,500	\$214	-100.0%	-	-	n/a
Tax Credit Fees								
Tax Credit Fee	\$39,688		\$39,688	\$1,134	-100.0%	-	-	
Tax Credit Syndication Fee	\$0			-	-	-	-	n/a

# **USES OF FUNDS**

<b>Project Name:</b>	<b>Main on Main</b>					Date:	<b>2/5/2016</b>			Pro Forma Type:	<b>(A) Original Application</b>		
Tax Credit Cost Certification	\$0			-		-			-				
Tax Credit Legal/Advisor Fee	\$55,000		\$55,000	\$1,571		-100.0%			-			n/a	

## **Bond Issuance Fees**

Cost of Bond Issuance	\$0			-		-			-			n/a	
Negative Arbitrage (1.50%)	\$0			-		-			-			n/a	
Bond Cost Certification	\$0			-		-			-			n/a	
Other (list below):													
	\$0			-		-			-			n/a	

## **Interest**

Construction Period	\$90,000		\$90,000	\$2,571		-100.0%			-			\$90,000	
Construction Bridge Loan	\$0			-		-			-			n/a	
Other (list below):													
Interest during lease up	\$100,000		\$100,000	\$2,857		-100.0%			-				
	\$0			-		-			-				

## **Development Contingency**

Development Contingency	\$77,894		\$77,894	\$2,226		-100.0%			-			\$77,894	
Contingency Escrow Account (3%)	\$0			-		-			-			n/a	

## **Lease Up / Tenant Relocation**

Lease Up	\$0			-		-			-			n/a	
Tenant Relocation	\$63,800		\$63,800	\$1,823		-100.0%			-				

## **Reserves/Cash Accounts**

Operating Reserve	\$72,755		\$72,755	\$2,079		-100.0%			-			n/a	
Deposit to Replacement Reserves	\$0			-		-			-			n/a	
Other (list below):													
	\$0			-		-			-				
	\$0			-		-			-				
	\$0			-		-			-				
	\$0			-		-			-				

<b>Development Costs Subtotal:</b>	<b>\$2,303,557</b>	<b>\$0</b>	<b>\$2,303,557</b>	\$65,816	<b>\$0</b>	-100.0%	-	<b>\$0</b>	-	-	-	<b>\$1,948,314</b>	<b>\$0</b>
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<b>TOTAL PROJECT COST</b>	<b>\$7,453,817</b>	<b>\$0</b>	<b>\$7,453,817</b>	\$212,966	<b>\$0</b>	-100.0%	-	<b>\$0</b>	-	-	-	<b>\$6,866,075</b>	<b>\$0</b>
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<b>Surplus or Gap (original)</b>	<b>\$0</b>
<b>Surplus or Gap (carry over)</b>	
<b>Surplus or Gap (final)</b>	

Total of the amount to be expended by Carryover Date \$0  
(divided by) Total Residential Project Costs \$7,453,817  
(equals) the Percent of estimated cost expended by Carryover Date 0%

	(A) Original Application	(B) Carryover Application	(C) Final Application	
Developer Fee Percent	12.2%	-	-	OHCS policy; Total developer fee must be no more than 15% of total Project costs net of developer fee, reserves and cash accounts.
Project Development Percentage	30.9%	-	-	OHCS policy; Development costs can be no more than 30% of total project costs.
Development Contingency	3.5%	-	-	Preference is to be no more than a maximum of 5%
Construction Contingency	4.8%	-	-	OHCS policy; Construction contingency can be no more than 5% for NC, 10% for Rehab.
Contractor Profit, Overhead & GC	12.6%			OHCS policy maximum, Contractor Profit (8%), Overhead (2%) and General Conditions (6%). Combined can be no more than 14% of construction costs.
Construction less Contractor P&O&GC	\$4,365,983	\$0	\$0	

\$6,581,062.2	\$0.0	\$0.0	Project costs net of developer fee, reserves and cash accounts
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## HOUSING OPERATING BUDGET - INCOME with OAHTC

**Project Name:** Main on Main      **Date:** 2/5/2016      **Pro Forma Type:** (A) Original Application  
**County:** LANE pick from drop down      **Income Inflation Rate:** 2.00% if you change this income inflation rate from it's default (2%) you must support it in your narrative  
**Rents based on:** Actual Multifamily Tax Subsidy Incomes pick from drop down

select from drop down												years									
												1	2	3	4	5	10	15	20	30	
Unit Size	Unit Type	# of Baths	Square Feet	Median Income %	Gross Monthly Program Rent Per Unit		Tenant Paid Utility Allow		Net Monthly Rent Per Unit		# of Units										
1	BDR	1.0	595	48%	\$494	-	\$46	=	448	X 12	34	=	\$182,784	\$186,440	\$190,168	\$193,972	\$197,851	\$218,444	\$241,180	\$266,282	\$324,596
1	MGR	1.0	595	0%		-		=	0	X 12	1	=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total OAHTC Residential Square Feet  
20,825

<b>SUB-TOTALS</b>	35	=	\$182,784	\$186,440	\$190,168	\$193,972	\$197,851	\$218,444	\$241,180	\$266,282	\$324,596
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Total Annual Income										
<b>Site-based rental assistance:</b>										
Site-based rental assistance:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Service Revenue:</b>										
Other: Add'l revenue from voucher	\$8,904	\$9,082	\$9,264	\$9,449	\$9,638	\$10,641	\$11,749	\$12,971	\$15,812	

<b>Other Revenue:</b>										
Laundry	\$2,500	\$2,550	\$2,601	\$2,653	\$2,706	\$2,988	\$3,299	\$3,642	\$4,440	
Garage/Parking	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deposits on Turnover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cable TV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Application Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Internet Access Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other: Misc Income	\$500	\$510	\$520	\$531	\$541	\$598	\$660	\$728	\$888	

<b>SUB-TOTAL OTHER REVENUE</b>	\$11,904	\$12,142	\$12,385	\$12,633	\$12,885	\$14,226	\$15,707	\$17,342	\$21,140	
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Gross Income:	\$194,688	\$198,582	\$202,553	\$206,604	\$210,737	\$232,670	\$256,887	\$283,624	\$345,736	
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Less Vacancy Rate	7.0%	(\$13,628)	(\$13,901)	(\$14,179)	(\$14,462)	(\$14,752)	(\$16,287)	(\$17,982)	(\$19,854)	(\$24,201)
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select vacancy rate from drop down; if you change from it's default (7%) you must support it in your narrative

<b>Effective Gross Income:</b>	\$181,060	\$184,681	\$188,375	\$192,142	\$195,985	\$216,383	\$238,905	\$263,770	\$321,534	
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# HOUSING OPERATING BUDGET - EXPENSES

Project Name: Main on Main Date: 2/5/2016  
 Expense Inflation Rate: 2.00% Pro Forma Type: (A) Original Application  
 3.00% if you change this expense inflation rate from it's default (3%) you must support it in your narrative  
 Enter annual expense for ALL units below

Annual Operating Expenses	Annual per Unit	1	2	3	4	5	10	15	20	30
Insurance	\$257	\$9,000	\$9,270	\$9,548	\$9,835	\$10,130	\$11,743	\$13,613	\$15,782	\$21,209
Utilities:(common areas)										
Gas/Oil	\$80	\$2,800	\$2,884	\$2,971	\$3,060	\$3,151	\$3,653	\$4,235	\$4,910	\$6,598
Electric	\$229	\$8,000	\$8,240	\$8,487	\$8,742	\$9,004	\$10,438	\$12,101	\$14,028	\$18,853
Water & Sewer	\$300	\$10,500	\$10,815	\$11,139	\$11,474	\$11,818	\$13,700	\$15,882	\$18,412	\$24,744
Garbage Removal	\$106	\$3,700	\$3,811	\$3,925	\$4,043	\$4,164	\$4,828	\$5,597	\$6,488	\$8,719
Cable TV	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$457	\$16,000	\$16,480	\$16,974	\$17,484	\$18,008	\$20,876	\$24,201	\$28,056	\$37,705
Landscape Maintenance	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Reserve	\$300	\$10,500	\$10,815	\$11,139	\$11,474	\$11,818	\$13,700	\$15,882	\$18,412	\$24,744
Property Management:										
On-site	\$792	\$27,726	\$28,558	\$29,415	\$30,297	\$31,206	\$36,177	\$41,939	\$48,618	\$65,339
Contracted (Off-Site)	\$392	\$13,709	\$13,983	\$14,263	\$14,548	\$14,839	\$16,383	\$18,088	\$19,971	\$24,345
Professional Services:										
Resident Services	\$100	\$3,500	\$3,605	\$3,713	\$3,825	\$3,939	\$4,567	\$5,294	\$6,137	\$8,248
Case Management	\$56	\$1,950	\$2,009	\$2,069	\$2,131	\$2,195	\$2,544	\$2,950	\$3,419	\$4,595
Legal	\$86	\$3,000	\$3,090	\$3,183	\$3,278	\$3,377	\$3,914	\$4,538	\$5,261	\$7,070
Accounting	\$207	\$7,250	\$7,468	\$7,692	\$7,922	\$8,160	\$9,460	\$10,966	\$12,713	\$17,085
Compliance Monitoring Fees	\$55	\$1,925	\$1,925	\$1,925	\$1,925	\$1,925	\$1,925	\$1,925	\$1,575	\$875
Office & Administration	\$86	\$3,000	\$3,090	\$3,183	\$3,278	\$3,377	\$3,914	\$4,538	\$5,261	\$7,070
Advertising/Marketing & Promotion	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unit Turnover	\$150	\$5,250	\$5,408	\$5,570	\$5,737	\$5,909	\$6,850	\$7,941	\$9,206	\$12,372
Taxes(non-real estate)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Real Estate Taxes	\$300	\$10,500	\$10,815	\$11,139	\$11,474	\$11,818	\$13,700	\$15,882	\$18,412	\$24,744
Payroll Taxes	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Internet Connection Fee	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other: (list below)										
elevator maintenance	\$154	\$5,400	\$5,562	\$5,729	\$5,901	\$6,078	\$7,046	\$8,168	\$9,469	\$12,725
telephone	\$51	\$1,800	\$1,854	\$1,910	\$1,967	\$2,026	\$2,349	\$2,723	\$3,156	\$4,242
Total Annual Operating Expenses:	\$4,157	\$145,510	\$149,681	\$153,974	\$158,392	\$162,941	\$187,768	\$216,463	\$249,285	\$331,282

## Less Debt Service:

Permanent loan (no OAHTC)											
Amortization											
Rate	(Years)	Loan Amount									
6.00%	30	\$325,000	\$668	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382

OAHTC loan scenario											
OAHTC Permanent loan											
Amortization											
Rate	(Years)	Loan Amount									
2.00%	30	\$325,000	\$412	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415

Portion of perm loan w/o OAHTC (if applicable)											
Loan Amount											
Amortization (minus OAHTC portion)											
Rate	(Years)	Loan Amount									
6.00%	30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Expenses

HOUSING OPERATING BUDGET - EXPENSES											
Project Name:	Main on Main				Date:		2/5/2016				
	2.00%		Pro Forma Type: <span style="background-color: #fce4d6;">(A) Original Application</span>								
Expense Inflation Rate:	3.00%		if you change this expense inflation rate from it's default (3%) you must support it in your narrative								
Enter annual expense for ALL units below											
<b>Annual Operating Expenses</b>	Annual per Unit	1	2	3	4	5	10	15	20	30	
<b>Other Loans / Deferred Fee</b>											
Deferred Developer Fee											
Amortization											
Rate	(Years)	Loan Amount									
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Loans (HOME Loan, Partnership Loans) & Cash flow Loans											
Amortization											
Rate	(Years)	Loan Amount									
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

WITHOUT OAHTC	Annual per Unit	1	2	3	4	5	10	15	20	30
Effective Gross Income:	\$5,970	\$208,960	\$213,139	\$217,402	\$221,750	\$226,185	\$249,726	\$275,718	\$304,415	\$371,080
Total Annual Operating Expenses:	\$4,157	\$145,510	\$149,681	\$153,974	\$158,392	\$162,941	\$187,768	\$216,463	\$249,285	\$331,282
Net Operating Income:	\$1,813	\$63,450	\$63,458	\$63,428	\$63,358	\$63,244	\$61,959	\$59,255	\$55,130	\$39,798
Primary Debt Service	\$668	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382
Total Debt Service	\$668	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382	\$23,382
Cash Flow Per Year Primary:	\$1,145	\$40,067	\$40,076	\$40,046	\$39,975	\$39,862	\$38,576	\$35,872	\$31,747	\$16,416
Cash Flow Per Year Total:	\$1,145	\$40,067	\$40,076	\$40,046	\$39,975	\$39,862	\$38,576	\$35,872	\$31,747	\$16,416
Primary Debt Coverage Ratio	2.71	2.71	2.71	2.71	2.71	2.70	2.65	2.53	2.36	1.70
Total Debt Coverage Ratio	2.71	2.71	2.71	2.71	2.71	2.70	2.65	2.53	2.36	1.70

WITH OAHTC	Annual per Unit	1	2	3	4	5	10	15	20	
Effective Gross Income:	\$5,173	\$181,060	\$184,681	\$188,375	\$192,142	\$195,985	\$216,383	\$238,905	\$263,770	
Total Annual Operating Expenses:	\$4,157	\$145,510	\$149,681	\$153,974	\$158,392	\$162,941	\$187,768	\$216,463	\$249,285	
Net Operating Income:	\$1,016	\$35,550	\$35,000	\$34,401	\$33,750	\$33,044	\$28,616	\$22,441	\$14,485	
Primary Debt Service	\$412	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	
Total Debt Service:	\$412	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	\$14,415	
Cash Flow Per Year Primary:	\$604	\$21,134	\$20,585	\$19,986	\$19,335	\$18,629	\$14,201	\$8,026	\$70	
Cash Flow Per Year Total:	\$604	\$21,134	\$20,585	\$19,986	\$19,335	\$18,629	\$14,201	\$8,026	\$70	
Primary Debt Coverage Ratio:	2.47	2.47	2.43	2.39	2.34	2.29	1.99	1.56	1.00	
Total Debt Coverage Ratio:	2.47	2.47	2.43	2.39	2.34	2.29	1.99	1.56	1.00	

## CALCULATION OF TAX CREDIT

**Project Name:** Main on Main **Date:** 2/5/2016

**Pro Forma Type:** (A) Original Application

Tax credits are calculated on an annual basis.

### Basis Boost

If located in a Qualified Census Tract (QCT), Difficult to Develop Area (DDA), or Low Poverty Census Tract; eligible for the 130% basis boost. If so, enter the applicable area below:

<b>QCT Number:</b>	
<b>DDA Area:</b>	
<b>Low Poverty Tract:</b>	

**Is Project Eligible for the State 130% Basis Boost?** Yes

Indicate whether your project is qualified for one or both of the following:

30% Acquisition & Rehab	Yes
70% New Construction	Yes

Applicable column (30%, 70% or both) to be populated based on selection above

	30%	70%	Total
<b>Total Project Costs</b>	\$7,453,817	\$7,453,817	\$7,453,817
Less land; amortized and other ineligible costs *	\$587,743	\$587,743	\$587,743

### Basis Calculation

Use applicable column (30%, 70% or both) for data entry

	30%	70%	Total
<b>Eligible Basis</b>			
Less portion of federal grant used to finance qualifying developments			
Less amounts of nonqualified nonrecourse financing			
Less non-qualifying costs or units of higher quality			
Less Section 48 Rehabilitation Tax Credit			
Less Historic Tax Credit (Residential Portion Only)			
<b>Total Estimated Eligible Basis</b>	\$0	\$6,866,075	\$6,866,075
<b>Total eligible basis from Uses of Funding page: (should match)</b>			\$6,866,075
(100% or 130% if eligible for basis boost)	100%	130%	
<b>Adjusted Eligible Basis</b>	\$0	\$8,925,897	\$8,925,897
Multiplied by the applicable fraction	100%	100%	
<b>Total Qualified Basis</b>	\$0	\$8,925,897	\$8,925,897
Multiplied by the applicable percentage (verify with REUA)		9.00%	
Month / Year used	Feb-16		
<b>Total Amount Of Tax Credit Allowable</b>	\$0	\$803,331	\$803,331
<b>Total Amount Of Tax Credit Requested</b>		\$635,000	\$635,000
<b>Total Tax Credits for 10 Years</b>	\$0	\$6,350,000	\$6,350,000
<b>Tax Credit Yield</b> (enter up to four decimal places if needed)		0.9900	
<b>Tax Credit Equity</b>	\$0	\$6,286,500	\$6,286,500
Percentage of Limited Partnership proceeds		99.99%	
From table on Tax Credit Sale Information page			
<b>Net Tax Credit Investor Proceeds</b>	\$0	\$6,285,871	\$6,285,871

Application	Date	Credits	Proceeds
Initial		635,000	6,285,871
Carryover			
Final			

## OAHTC RENT REDUCTION CALCULATION

### OAHTC Payment Calculated Monthly

<b>Project Name:</b>	Main on Main	<b>Date:</b>	2/5/2016
<b>Pro Forma Type:</b>	(A) Original Application		

	WITH OAHTC	W/O OAHTC
Loan amount:	\$325,000	\$325,000
Interest rate:	2.00%	6.00%
Number of years to amortize:	30	30
Monthly payment amount:	\$1,201.26	\$1,948.54
Number of years tax credits taken:	20	
Interest rate reduction:	4.0%	interest rate reduction could be 4% or less
Total tax credit allowed:	\$187,064	
Number of units:	34	number of units using OAHTC
Rent reduction unit/month:	\$23	
Annual rent pass through:	\$9,384	

Required OAHTC Annual Pass Through	\$23	\$9,384
Actual OAHTC Annual Pass Through	\$95	\$38,904
<b>Amount over/under required pass through</b>	<b>\$72</b>	<b>\$29,520</b>

If a positive number, then pass through is sufficient.

LOAN AMORTIZATION				MAXIMUM ANNUAL TAX CREDIT				
YEAR	INTEREST	PRINCIPAL	ENDING BALANCE	YEAR	PRINCIPAL REDUCTION	AVERAGE INTEREST	AVERAGE BALANCE	TAX CREDIT
1	\$6,427	\$7,988	\$317,012	1	\$7,988	\$6,427	\$320,686	\$12,827
2	\$6,266	\$8,149	\$308,863	2	\$8,149	\$6,266	\$312,611	\$12,504
3	\$6,101	\$8,314	\$300,549	3	\$8,314	\$6,101	\$304,373	\$12,175
4	\$5,934	\$8,482	\$292,067	4	\$8,482	\$5,934	\$295,968	\$11,839
5	\$5,762	\$8,653	\$283,414	5	\$8,653	\$5,762	\$287,394	\$11,496
6	\$5,588	\$8,828	\$274,587	6	\$8,828	\$5,588	\$278,647	\$11,146
7	\$5,409	\$9,006	\$265,581	7	\$9,006	\$5,409	\$269,723	\$10,789
8	\$5,228	\$9,187	\$256,394	8	\$9,187	\$5,228	\$260,620	\$10,425
9	\$5,042	\$9,373	\$247,021	9	\$9,373	\$5,042	\$251,332	\$10,053
10	\$4,853	\$9,562	\$237,459	10	\$9,562	\$4,853	\$241,857	\$9,674
11	\$4,660	\$9,755	\$227,703	11	\$9,755	\$4,660	\$232,191	\$9,288
12	\$4,463	\$9,952	\$217,751	12	\$9,952	\$4,463	\$222,329	\$8,893
13	\$4,262	\$10,153	\$207,599	13	\$10,153	\$4,262	\$212,269	\$8,491
14	\$4,057	\$10,358	\$197,241	14	\$10,358	\$4,057	\$202,005	\$8,080
15	\$3,848	\$10,567	\$186,674	15	\$10,567	\$3,848	\$191,535	\$7,661
16	\$3,635	\$10,780	\$175,894	16	\$10,780	\$3,635	\$180,853	\$7,234
17	\$3,417	\$10,998	\$164,896	17	\$10,998	\$3,417	\$169,955	\$6,798
18	\$3,195	\$11,220	\$153,676	18	\$11,220	\$3,195	\$158,837	\$6,353
19	\$2,969	\$11,446	\$142,230	19	\$11,446	\$2,969	\$147,495	\$5,900
20	\$2,738	\$11,677	\$130,553	20	\$11,677	\$2,738	\$135,924	\$5,437
				<b>Total Credits Available =</b>				<b>\$187,064</b>

## Utility Allowance

**Project Name:**

Main on Main

**Date:**

2/5/2016

**Pro Forma Type:**

(A) Original Application

Utilities	Specify Type of Utility (Gas, elec., Oil, etc.)	choose from drop down menu Owner or Tenant Paid	fill in the dollar amounts in cells below					
			0 BDRM	1 BDRM	2 BDRM	3 BDRM	4 BDRM	5 BDRM
Heating	Electric	Tenant Paid		\$46				
Lighting	Electric	Tenant Paid						
Air Conditioning	Electric	Tenant Paid						
Cooking	Electric	Tenant Paid						
Hot Water	Gas	Owner Paid						
Water		Owner Paid						
Sewer		Owner Paid						
Trash Removal		Owner Paid						
Total Utility Allowance			\$0	\$46	\$0	\$0	\$0	\$0

### Source of Utility Allowance Calculation: (Write organization below & attach a copy)

Local Housing Authority	HACSA
Utility Company	SUB
Other	

If allowances are calculated by other methods, attach the appropriate schedule and include unit rents, number of bedrooms, and allowances



Ph. # 541-485-1417; Fax # 541-484-0524 - CCB # 63771

**MAIN ON MAIN  
FOR: ST. VINCENT DE PAUL  
BUDGET PRICE BREAKDOWN  
JANUARY 28, 2016**

**SCHEDULE OF VALUES**

		<b>BUDGET Main Street 1/28/2016</b>	<b>Cost/sf 30,680</b>
<b>DIVISION 1</b>	<b>GENERAL CONDITIONS</b>		
	Job Superintendent/Asst. Super	\$ 123,120.00	\$ 4.01
	Project Management	-	-
	Clean-up/Misc. Labor	45,500.00	1.48
	Professional Cleaning	11,500.00	0.37
	Temporary Facilities	47,500.00	1.55
	Rental Equipment/ Small Tools	44,500.00	1.45
	Builder's OH	243,628.00	7.94
	Building Permits & Fees (by owner)	-	-
	Systems Development (by owner)	-	-
	Contractor Liability Insurance	40,605.00	1.32
	Bonds	36,030.00	1.17
	<b>SUBTOTAL</b>	<b>\$ 592,383.00</b>	<b>\$ 19.31</b>
<b>DIVISION 2</b>	<b>SITE WORK</b>		
	Soils & Materials Testing (by owner)	\$ -	\$ -
	Erosion Control	3,150.00	0.10
	Water meter & SDC's (by owner)	-	-
	Site Staking	6,500.00	0.21
	Excavation/Rock fill	115,815.00	3.77
	Existing Building Demolition	30,660.00	1.00
	Building Backfill & Topsoil	10,400.00	0.34
	Storm, Sanitary, Water, Fire	58,000.00	1.89
	Added Fire Hydrant	-	-
	Utility Excavation (Storm, Sewer, Water & Fire)	22,643.00	0.74
	Electrical/Phone/TV Trenching	10,292.00	0.34
	Site Lighting Trenching	7,572.00	0.25
	Extruded Curbs	2,837.00	0.09
	Standard Concrete Curbs	-	-
	Striping & ADA Signage	2,250.00	0.07
	Asphalt Prep & Fine Grading	2,610.00	0.09
	Asphalt Paving	19,000.00	0.62
	Landscaping & Irrigation	44,530.00	1.45



	Irrigation Sleeves	2,000.00	0.07
	Roof Drains	2,870.00	0.09
	Foundation Drains	4,750.00	0.15
	Sidewalks, Aprons, Pads, Ramps	18,500.00	0.60
	Site Furniture (Allowance)	5,000.00	0.16
	<b>SUBTOTAL</b>	<b>\$ 369,379.00</b>	<b>\$ 12.04</b>
<b>DIVISION 3</b>	<b>CONCRETE</b>		
	Foundations	\$ 110,000.00	\$ 3.59
	Gypcrete (3200 With Acousti-mat on Hard Finishes)	-	-
	<b>SUBTOTAL</b>	<b>\$ 110,000.00</b>	<b>\$ 3.59</b>
<b>DIVISION 4</b>	<b>MASONRY</b>		
	Brick Veneer	\$ -	\$ -
	<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DIVISION 5</b>	<b>STRUCTURAL STEEL</b>		
	Metal Fabrications	\$ 10,000.00	\$ 0.33
	Site Fencing	5,500.00	0.18
	<b>SUBTOTAL</b>	<b>\$ 15,500.00</b>	<b>\$ 0.51</b>
<b>DIVISION 6</b>	<b>CARPENTRY</b>		
	Framing Labor	\$ 538,104.00	\$ 17.54
	Lumber	395,000.00	12.87
	Misc. Lumber	13,500.00	0.44
	Underlayment	52,020.00	1.70
	Simpson Hardware	25,000.00	0.81
	Rainscreen Siding System	54,000.00	1.76
	Nails, Hardware, Misc.	37,500.00	1.22
	Roof Trusses	23,010.00	0.75
	Interior Trim & Shelving	9,170.00	0.30
	Finish Labor	98,500.00	3.21
	Punch list	11,750.00	0.38
	Cabinets & Sub-decks	138,097.00	4.50
	<b>SUBTOTAL</b>	<b>\$ 1,395,651.00</b>	<b>\$ 45.49</b>
<b>DIVISION 7</b>	<b>THERMAL &amp; MOISTURE PROTECTION</b>		
	Thermal & Moisture Protection	\$ 34,949.00	\$ 1.14
	Roxul Comfortboard CIS Ext Insulation	-	-
	Roofing	90,000.00	2.93
	Canopy Roofing	-	-
	Roof Hatch & Ladder	3,000.00	0.10
	Fire Caulking	1,950.00	0.06
	Elevator Pit Waterproofing	3,500.00	0.11
	Gen Sheetmetal	25,000.00	0.81
	<b>SUBTOTAL</b>	<b>\$ 158,399.00</b>	<b>\$ 5.16</b>
<b>DIVISION 8</b>	<b>WINDOWS &amp; DOORS</b>		
	Doors & Hardware	\$ 122,712.00	\$ 4.00
	Smoke Containment Doors (Elevators)	19,500.00	0.64
	Aluminum Storefronts & Glass	-	-
	Windows & Skylights	30,203.00	0.98
	<b>SUBTOTAL</b>	<b>\$ 172,415.00</b>	<b>\$ 5.62</b>

<b>DIVISION 9</b>	<b>FINISHES</b>		
	Drywall	\$ 270,140.00	\$ 8.81
	Carpet, Vinyl, Plam Countertops & Walk Off Mats	142,417.00	4.64
	FRP	8,500.00	0.28
	Ceramic Tile	-	-
	Painting	91,500.00	2.98
	<b>SUBTOTAL</b>	<b>\$ 512,557.00</b>	<b>\$ 16.71</b>
<b>DIVISION 10-13</b>	<b>SPECIALTIES, EQUIPMENT, FURNISHINGS</b>		
	Toilet & Bath Accessories	\$ 10,830.00	\$ 0.35
	Appliances	48,488.00	1.58
	Misc Signs/Community Space	1,000.00	0.03
	Fire Extinguishers & Cabinets	4,700.00	0.15
	Signage - Building Plaques (allow.)	6,000.00	0.20
	Signage - Street Addressing (allow.)	3,000.00	0.10
	Project Sign (allowance)	5,000.00	0.16
	Drapes & Mini-blinds	11,200.00	0.37
	Postal Boxes	3,666.00	0.12
	Bike Racks	3,000.00	0.10
	Bicycle Lockers	19,000.00	0.62
	Solar Hot Water	-	-
	Recycling Roll Carts	5,500.00	0.18
	Trash Chute	-	-
	Trash Compactor	-	-
	<b>SUBTOTAL</b>	<b>\$ 121,384.00</b>	<b>\$ 3.96</b>
<b>DIVISION 14</b>	<b>ELEVATOR</b>		
	Elevator	\$ 100,000.00	\$ 3.26
	<b>SUBTOTAL</b>	<b>\$ 100,000.00</b>	<b>\$ 3.26</b>
<b>DIVISION 15</b>	<b>MECHANICAL</b>		
	Plumbing	\$ 231,500.00	\$ 7.55
	Fire Sprinklers	50,000.00	1.63
	HVAC/Exhaust Ducting	195,940.00	6.39
	<b>SUBTOTAL</b>	<b>\$ 477,440.00</b>	<b>\$ 15.56</b>
<b>DIVISION 16</b>	<b>ELECTRICAL</b>		
	Electrical	\$ 355,623.00	\$ 11.59
	<b>SUBTOTAL</b>	<b>\$ 355,623.00</b>	<b>\$ 11.59</b>
	<b>TOTAL PROJECT BUDGET</b>	<b>\$ 4,380,731.00</b>	<b>\$ 142.79</b>
	<b>CONSTRUCTION CONTINGENCY 3%</b>	<b>\$ 131,422.00</b>	<b>\$ 4.28</b>
	<b>GRAND TOTAL PROJECT BUDGET</b>	<b>\$ 4,512,153.00</b>	<b>\$ 147.07</b>

## SECTION 7 PROJECT FINANCING

### Unique Financing Circumstances

1. Please describe any unique financing details or structures as they pertain to this project. Discuss the timing of obtaining other funding commitments prior to receiving a HOME award, and the likelihood of obtaining all funding commitments by August 2016.

SVDP plans to submit an application to OHCS for LIHTCs, OAHTCs and GHAP in the next NOFA. OHCS has not released a date for the NOFA yet but they anticipate it will be released in May with applications due in July. They will not make decisions on funding by August 2016. Most likely, we would receive notification of funding award by October 2016. We have secured a letter of interest from National Equity Fund (NEF) for the LIHTCs and from the Network of Oregon Affordable Housing (NOAH) for the permanent loan with OAHTCs.

The Brethren donation is already committed to the project. The Housing and Community Services Agency of Lane County (HACSA) has committed rental assistance in the form of Housing Choice Vouchers for the 7 units designated for individuals with development disabilities.

SVDP is working with city of Springfield staff to determine if this project is eligible for funds through the Urban Renewal Agency to pay for local SDCs. At this point, the funding is uncertain so it is not included in the project budget. If the project is eligible and receives this assistance, SVDP will work with city staff and other funding partners to adjust the budget and project sources.

2. HOME funds requested:
3. Other resources (at least 25% non-federal match is required):
4. Total Project cost:
5. Do you plan to apply for the City of Eugene Low Income Rental Housing Property Tax Exemption? Yes ☐ No ☒
6. Do you plan to apply for a City of Eugene CDBG Rehabilitation Loan? Yes ☐ No ☒  
If yes, how much will you request?
7. Do you plan to apply for a City of Springfield CDBG Rehabilitation Loan? Yes ☐ No ☒  
If yes, how much will you request?
8. Do you plan to use City of Eugene Systems Development Charge Waivers? Yes ☐ No ☒  
If yes, how much is your request (if known)?

**Attachments**

<input checked="" type="checkbox"/>	Funding commitment letters
<input checked="" type="checkbox"/>	Description of status of investor negotiations



January 28, 2016

Via email

Nora Cronin  
St. Vincent de Paul Society of Lane County, Inc.  
PO Box 24608  
Eugene, OR 97402

RE: Main on Main, Springfield, OR  
Request for Permanent Financing

Dear Nora:

Thank you very much for submitting your application to Network for Oregon Affordable Housing (NOAH) for permanent financing for Main on Main (Project), the new construction of 35 units of affordable housing in Springfield, Oregon. We are pleased that you are interested in obtaining permanent financing for the Project from NOAH. We have reviewed your initial documents and we are happy to provide you with this letter of interest.

The purpose of this letter is to advise you of the next steps in NOAH's lending process, and to request additional information that NOAH will need in assessing its ability to issue a commitment. **This letter is issued based on NOAH's favorable review of the information provided to date and is not, however, a commitment to lend money.** Before NOAH would be able to issue any commitment to lend, NOAH would need to receive, among other items, a full narrative appraisal of the property and perform all standard underwriting to review and approve the specific terms of the loan request.

**This letter is based on the expectation that NOAH will have sufficient capital available to fund the proposed loan.** If after completion of its underwriting NOAH issues a commitment letter, the commitment letter affirms that NOAH has adequate capital for the proposed transaction.

Based on the information provided to NOAH to-date, the following is a possible structure for a loan on the Project:

**Borrower:** A to-be-formed Oregon partnership/limited liability company, with the Salem Housing Authority (or an affiliate) as the General Partner/Managing Member. The Limited Partner/Investor Member and the form of partnership/operating agreements need to be acceptable to NOAH in its sole discretion.

If the General Partner/Managing Member will be a shell entity whose sole purpose is to act as the General Partner/Managing Member for the current Project (or other single-asset entities owned by the sponsor) then NOAH will require St. Vincent de Paul Society of Lane County, Inc., the Project Sponsor, to execute a Guaranty of the Non-recourse carve-outs and a Certificate and Indemnity Regarding Hazardous Substances in conjunction with the proposed loan.

**Limited Recourse:** The loan will be fully recourse to the assets of the borrower. The loan will be non-recourse to the assets of the partners/members, except for limited recourse under certain conditions.

**Loan Amount:** The loan amount will be the lesser of:  
1020 SW Taylor Street Suite 585 Portland OR, 97205

503.223.3211

- 1) \$325,000;
- 2) an amount which is no greater than 80% of the appraised LIHTC Decontrol value;
- 3) an amount which is serviceable at a 1.20:1.00 ratio of net operating income to NOAH debt service (Debt Service Coverage Ratio);
- 4) an amount which is serviceable at a 1.10:1.00 ratio of net operating income to total debt service.

For the purposes of determining the maximum loan amount, the net operating income will be determined by NOAH in its sole discretion. In instances where the Debt Service Coverage Ratio is anticipated to decline during the course of the loan NOAH may require a higher initial Debt Service Coverage Ratio.

Security:

The loan will be secured by a first lien deed of trust including an assignment of leases and rents on the parcel of land and all improvements located at 1072 Main Street, Springfield, Oregon. Improvements will consist of land and 35 units of newly constructed affordable housing.

Additional security will include:

- 1) Personal Property, security interest granted in Deed of Trust which includes a fixture filing, and perfected through filing a UCC-1 with the State of Oregon.
- 2) Impound accounts for the payment of real property taxes and hazard insurance premiums
- 3) Pledge of Operating and Replacement Reserves

Loan Term:

The loan term will be twenty (20) years.

Amortization:

The loan will be amortized over thirty (30) years. In no event will the amortization exceed the remaining economic life of the Project, as set-forth in the appraisal, less 10 (ten) years.

Interest Rate:

The interest rate can be established in one of two ways: (1) The interest rate will be fixed at the time of loan commitment and will be fixed for the term of the loan. The interest rate will be 2.75% above the then-current 10-year Treasury Constant Maturities Yield; (2) You can choose a floating interest rate, no less than TCM + 2.75%, to be fixed just prior to closing. In no event will the established rate be less than 6.00%.

If Oregon Affordable Housing Tax Credits (OAHTC) are awarded for all or a portion of the proposed loan, then the interest rate on that portion of the loan would be reduced by 4.0%, pursuant to OAHTC administrative rules. Further, if OAHTC are awarded, any administrative fees charged by Oregon Housing and Community Services Department in connection with the program will be payable by the Borrower during the loan term.

Payments:

Monthly payments of principal and interest will be due on the first day of each month and will be calculated based on a 30-day month and a 360-day year (30/360). A balloon payment will be due at loan maturity for the outstanding principal of the loan plus all accrued interest and/or fees.

Title:

NOAH shall require an ALTA extended coverage title insurance policy in form and substance acceptable to NOAH.

Survey:	NOAH shall require an ALTA survey prepared by a registered surveyor or engineer.
Escrows:	NOAH shall require monthly reserve deposits in the amount of 1/12 of the estimated annual real property taxes, unless abated by the property tax exemption and 1/12 of the annual insurance premiums for the insurance required by NOAH with each monthly mortgage payment. In addition, Borrower shall provide an initial amount at Loan closing that, together with the monthly deposits, will be sufficient to pay annual taxes and insurance when due. NOAH shall have no obligation to pay interest on such escrows.
Loan Fee:	<p>The greater of 1.00% of the loan amount or \$6,500 (NOAH minimum fee).</p> <p>Based on a loan amount of \$325,000, the \$6,500 will be payable as follows:</p> <ol style="list-style-type: none"><li>1) 65% (\$4,225) will be collected at execution of the commitment.</li><li>2) The remaining 35% (\$2,275) will be collected at loan funding.</li></ol>
Affordability Requirements:	<p>NOAH's loan documents will contain a requirement that for the term of the loan:</p> <ul style="list-style-type: none"><li>• 51% or more of the units are to be rented to households earning 80% or less of median income as defined by the Department of Housing and Urban Development (HUD); or,</li><li>• 40% or more of the units are to be rented to households earning 60% or less of median income as defined by HUD; or,</li><li>• 20% or more of the units are to be rented to households earning 50% or less of area median income as defined by HUD.</li></ul>
Appraisal:	<p>NOAH will require an acceptable appraisal report ordered by NOAH or co-engaged with a regulated financial institution to complete underwriting. NOAH requires that the appraisal be reviewed by a MAI fee appraiser. The Borrower is responsible for the cost of the appraisal and the appraisal review.</p> <p>NOAH may also require a new appraisal upon completion of construction if there has been a material change to the proposed improvements or the existing appraisal is no longer valid.</p>
Commitment Term:	The term of any forward commitment will be eighteen (18) months, to allow time for completion of construction and stabilization. Two three-month extension options will be available, for a 0.25% fee, each.
Funding Requirements:	NOAH will require, among other things that the Project attain 93% economic occupancy and a 2.45X Debt Service Coverage Ratio for at least three full months prior to closing of the permanent loan. In instances where the Debt Service Coverage Ratio is anticipated to decline during the course of the loan NOAH may require a higher initial Debt Service Coverage Ratio for closing of the permanent loan.
Financial Information:	NOAH will require the Sponsor to provide complete current (not more than 3 months old) financial information on the Project as well as the Project Sponsors in order to underwrite the loan. Additionally, NOAH will require: 1) a schedule of Real Estate owned by the Sponsor which details the Sponsor's equity position and property's operating performance; and, 2) the Sponsor's budget for their



current fiscal year.

Project Subsidies:

NOAH understands that the Project may receive an allocation of federal Low Income Housing Tax Credits, Oregon Affordable Housing Tax Credits, and/or HOME funds, among other subsidies. All the agreements and documents used in conjunction with such programs and subsidies must be acceptable to NOAH at its sole discretion.

If the Borrower anticipates that the Project will be exempt from property taxes or will participate in a PILOT program, NOAH will require, prior to funding, satisfactory evidence that such an exemption or PILOT program is available and has been committed to Borrower and Project.

Environmental:

NOAH will require evidence that the risk of environmental contamination on the proposed development site does not present an unacceptable risk. Appropriate evidence shall include:

a) a Phase I Environmental Site Assessment, not more than one (1) year old, and if the report is more than 180 days old, an update in accordance with ASTM standards, including Remediation Reports and environmental review clearances, prepared by a registered professional engineer or geologist and containing an adequate review of the history of the site. The Phase I must contain an expanded evaluation of non-scope considerations including those related to asbestos, asbestos containing materials, lead-based paint and wetlands. Any recommended remediation will be required prior to the closing of any loan. The assessment must be addressed to NOAH, or the preparer must provide a reliance letter to NOAH indicating that NOAH can rely on the assessment. Borrower shall also provide evidence of errors and omissions insurance from the preparer of the environmental site assessment in an amount not less than \$1,000,000.00;

b) a completed Environmental Questionnaire and Disclosure Statement, to be prepared by the seller, and acknowledged by Borrower to be true to their knowledge;

Or,

b) a copy of the completed Oregon Housing and Community Services Environmental Review Checklist certified to NOAH by the Borrower and Sponsor;

c) any other information deemed appropriate by NOAH management and legal counsel to determine the risk or presence of environmental contamination on the site.

O & M Plans

NOAH will require Operations and Maintenance Plans for properties containing Lead-Based Paint, Asbestos, and/or Asbestos Containing Materials or other identified environmental hazards.

New Construction:

NOAH will require evidence that the Project as built will conform to all applicable laws and regulations. This includes but is not be limited to compliance with: all state and federal regulations regarding wetlands; the Fair Housing Amendment Act of 1988; and the Americans with Disabilities Act of 1990; as applicable.

NOAH will require evidence that the Borrower and/or General Contractor have adequate procedures/controls in-place to ensure that risks of water infiltration to the building envelope will be mitigated through building design and construction. NOAH will require documentation of the General Contractor's quality control protocols. NOAH may request additional documentation to ensure this potential risk is adequately addressed during design and construction.

NOAH will require soils and geotechnical reports for all new construction,]

- Fees and Expenses: The Borrower will be required to pay all fees and expenses associated with NOAH's underwriting, commitment, documentation and closing the proposed loan, including, without limitation, all legal fees, appraisal fees, title insurance, escrow and recording fees, architectural and engineering review and inspection fees (if any), survey fees, credit report fees, etc. NOAH will collect a Five Hundred Dollar (\$500) document preparation fee at the time of closing.
- Good Faith Deposit: Upon acceptance of this letter, NOAH will require receipt of a Good Faith Deposit of \$1,500 to pay fees and expenses associated with proposed loan, including but not limited to the appraisal review fee. The deposit shall become non-refundable upon issuance of a commitment by NOAH on materially the same terms specified in this letter of interest. If a commitment is not issued, the deposit shall be returned without interest and less fees and expenses incurred by NOAH. If a commitment is issued and accepted, the deposit, less third party fees paid by NOAH, shall be applied toward any commitment or loan fees at the time the permanent loan closes.
- Property Management: NOAH will require that a qualified professional property management firm or agency be engaged to manage the property during the term of the loan. The management firm must be acceptable to NOAH in its sole discretion.
- Replacement Reserve: NOAH will require that a Replacement Reserve be established and funded each month out of Project operations. The amount of such monthly reserve contribution will be \$300 per unit per year, and increase at a rate not less than 3% annually. Additionally, NOAH will require an initial deposit of \$10,500 be deposited into the replacement reserve at loan closing. The reserve account shall be held by and pledged to NOAH as additional collateral.
- Operating Reserve: NOAH will require that an Operating Reserve of no less than \$40,000 (approx. three months of debt plus expenses) be established prior to funding. The reserve account shall be held by and pledged to NOAH as additional collateral.
- NOAH offers investment options for accounts with balances in excess of \$30,000.
- Documentation: The loan documents will need to be satisfactory to NOAH at its sole discretion.

This is not a complete list of the requirements for a permanent loan with NOAH, **nor is this a commitment to lend money.** This should, however, provide you with a good idea of the structure of the loan contemplated.

The undersigned authorizes the release of Project information to NOAH from all financial and development partners, to include: the Project architect, environmental and geotechnical engineers, tax assessor, Limited Partner/Investment Member, all lenders and/or grant providers, and Oregon Housing and Community Services.

Information obtained will relate solely to the development and financing of the Project described in this letter of interest.

If the terms of this letter of interest are agreeable to you, please sign below in the space provided and return a copy of this letter to NOAH. Please also provide the outstanding items listed on the following page so that we may complete our underwriting review. The letter, available additional documentation, and \$1,500 fee should be received in our office no later than **2/15/2016**, after which the terms of this letter are null and void.

The following disclosure is required by law:

**UNDER OREGON LAW, MOST AGREEMENTS, PROMISES, AND COMMITMENTS CONCERNING LOANS AND OTHER CREDIT EXTENSIONS THAT ARE NOT FOR PERSONAL, FAMILY, OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY THE BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS CONSIDERATION, AND BE SIGNED BY AN OFFICER OF NOAH TO BE ENFORCEABLE.**

We look forward to working with you on this transaction.

Sincerely,



Jake Kirsch  
Relationship Manager

**ACCEPTS THE TERMS OF THIS  
LETTER OF INTEREST, AND REQUESTS NOAH TO PROCEED WITH LOAN UNDERWRITING.  
WE ENCLOSE OUR CHECK FOR THE APPLICATION FEE OF \$1,500.**

St. Vincent de Paul Society of Lane County, Inc.

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Attachments:                      Document Checklist  
   Environmental Read and Rely Letter  
   Certification of OHCS Environmental Review Checklist  
   OAHTC Letter

Received	Document
	<b>ITEMS REQUIRED FOR UNDERWRITING – Permanent Loan</b>
	<b>NOTE: TO THE EXTENT THE COMPLETE OHCS NOFA PACKAGE DOES NOT INCLUDE THE FOLLOWING ITEMS, PLEASE SUBMIT INDIVUALLY.</b>
	Signed Letter of Interest
	Good Faith Deposit
	Oregon Housing and Community Services NOFA Application, complete with all exhibits
	Preliminary Title Report with copies of all exceptions
	Evidence of property tax exemption, PILOT, or tax bill for existing properties
	Ground Lease, if applicable
	Project description in narrative form
	Financial Pro forma inclusive of Income and Expense Statement and Statement of Sources and Uses
	Current Utility Allowance Schedule. Please indicate which allowances are being used by the Project and the total allowance amount per unit type.
	Development team / contact list with all participants in the transaction
	Sponsor background information
	Letters of intent - tax credit investor and construction lender
	Limited Partnership or Operating Agreement, as applicable
	Sponsor financial information
	<ul style="list-style-type: none"> <li>Audited Financial Statements for the last three fiscal years inclusive of Income and Expense Statement, Balance Sheet and Statement of Cash flows. If audited financial statements are not customarily prepared, the Executive Director will need to certify and date the statements. In addition, federal tax returns for the two (2) most recent years will be required and NOAH may require bank statements for the most recent three (3) month period for all bank accounts.</li> </ul>
	<ul style="list-style-type: none"> <li>Year-to-date Financial Statement inclusive of Income and Expense Statement and Balance Sheet (dated within last three months)</li> </ul>
	<ul style="list-style-type: none"> <li>Schedule of Real Estate Owned</li> </ul>
	<ul style="list-style-type: none"> <li>Sponsor budget for the current fiscal year.</li> </ul>
	Management Agent Resume, to include: current list of Projects under management, including number and type, organizational chart, and resumes for key staff members.
	For acquisition and re-hab Projects - Property operating statements and year-end rent rolls for the last three fiscal years in addition to the most recent year-to-date statement and rent roll.
	Commercial Leases, if applicable

<b>Received</b>	<b>Document</b>
	Housing Assistance Contract or other rental subsidy documentation, as applicable.
	Appraisal – Ordered or Co-engaged by NOAH
	Market Study
	For acquisition and re-hab Projects - Capital Needs Assessment with reserve analysis
	For acquisition and re-hab Projects - Pest and Dry Rot Report
	Environmental Phase I Report (not more than 1 year old, and if the report is more than 180 days old, an update in accordance with ASTM standards will be required) with an expanded scope to include, asbestos, asbestos containing materials, lead-based paint, and wetlands. Any Environmental Phase II or remediation reports, as applicable.
	Environmental Reliance Letter (Form Attached)
	Environmental Engineer E & O Insurance Certificate evidencing \$1 million in coverage
	Environmental Questionnaire or OHCS Environmental Review Checklist with Certification (forms attached)
	Operations and Maintenance plans for properties with Asbestos and / or Lead-Based Paint.
	Soils and Geotechnical Report – For new construction Projects
	Zoning Documentation – Letter from municipality where the Project is located
	Architect's Resume
	Architect's Contract, as soon as available
	Plans and Specifications
	Contractor Qualification Statement - AIA Document A305 or similar documentation
	Construction Contract, as soon as available
	Complete planned Scope of Work, if acquisition / rehabilitation Project
	Description of Quality Control protocols utilized by General Contractor specifically any that address building envelope installation oversight / testing
	Evidence that Project contractor is licensed lead abatement activities, if the Project was constructed prior to 1978.
	Bureau of Labor and Industry Wage Determination Letter – Required if the Project has over \$750,000 of public funds and is over 4 stories high or has commercial space.
	A description of proposed services to be provided at the Project together with budget for service expenses. Include any evidence of contracts for services with a service provider, if applicable.
	Relocation Plan and Budget, if applicable
	Documentation from Non-OHCS Funding Sources regarding potential restrictive covenants, development agreements, grants, or loans.
	<b>OHCS Award Documentation (Include as applicable) –</b>
	Funding Reservation from Oregon Housing and Community Services
	<b>LIHTC</b> <ul style="list-style-type: none"> <li>• OHCS 9% LIHTC Reservation and Extended Use Agreement</li> </ul>

Received	Document
	<b>OAHTC</b> <ul style="list-style-type: none"> <li>• Oregon Affordable Housing Tax Credit Program Low—Income Housing Project Reservation letter</li> </ul>
	<b>HOME</b> <ul style="list-style-type: none"> <li>• Home Investment Partnership Program Grant Agreement</li> <li>• OHCS D Home Investment Program Declaration of Land Use and Restrictive Covenants</li> </ul>
	<b>TRUST Fund</b> <ul style="list-style-type: none"> <li>• Housing Development Grant Program Project Use Agreement, Declaration of Restrictive Covenants and Equitable servitude.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Loan documentation if structured as a loan</li> </ul>
	<b>Weatherization Grant</b> <ul style="list-style-type: none"> <li>• Project Use Agreement, Declaration of Restrictive Covenants and Equitable Servitude, Low-Income Weatherization Program.</li> </ul>

[TO BE REPRODUCED ON THE LETTERHEAD OF CONSULTANT]

**DATE**

Network for Oregon Affordable Housing  
1020 SW Taylor Street, Suite 585  
Portland, OR 97205  
Attention:

**RE: Phase I Environmental Site Assessment prepared by [Name of Consultant] (Consultant) for  
«Project\_Name» (Consultant Project No. \_\_\_\_\_), dated \_\_\_\_\_ (the Report) for  
Property which has an address of «Project\_Street» «Project\_City» «Project\_State»,  
«Project\_Zip» (the Property)**

Ladies and Gentlemen:

We understand that Network for Oregon Affordable Housing (NOAH) may make a loan which will be secured, in part, by a mortgage or deed of trust on the Property. We hereby authorize NOAH to rely on the Report to the same extent as if NOAH was the original addressee thereof; provided, however, that NOAH shall be deemed not to be subject to or bound by any of the obligations of any original addressee or owner of the Property in any agreement related to the Report, including but not limited to any obligation to provide Consultant with information about the Property, to indemnify Consultant, or to agree to any limitation of Consultant's liability. We further state that the investigation summarized in the Report was conducted using the level of skill and care as would be used by competent professionals in the industry for similar Projects and under similar circumstances, conforms with the guidelines set forth in ASTM Standard E 1527- 05 or the current version of such standard, and constitutes all appropriate inquiry into the environmental condition of the Property. Based solely upon our investigation and subject to the limitations set forth in the Report, we are of the opinion that there are no significant environmental liabilities associated with the Property, and no further work is necessary in order to evaluate the environmental condition of the Property.

Very truly yours,

[NAME OF CONSULTANT]

By \_\_\_\_\_

Its \_\_\_\_\_



## CERTIFICATION OF OHCS ENVIRONMENTAL REVIEW CHECKLIST

«Partnership\_Name», an Oregon limited partnership (“Borrower”) and \_\_\_\_\_ (“Developer”) hereby represent and warrant to the Network for Oregon Affordable Housing (“NOAH”), in connection with NOAH's commitment to provide a loan to Borrower, as follows:

1. Developer prepared an OHCS ENVIRONMENTAL REVIEW CHECKLIST (the “Checklist”) dated \_\_\_\_\_ and pertaining to the Project known as «Project\_Name» in the City of «Project\_City», «Project\_County» County, Oregon.
2. The information contained in the Checklist is true and complete as of the date of this certification and NOAH may rely on the accuracy of the information in the Checklist.
3. Borrower and Developer are executing this Certificate to induce NOAH to advance funds to Borrower, and Borrower and Developer understand that NOAH would not do so but for the execution and delivery of this Certificate.

DATED: \_\_\_\_\_ 20\_\_.

“Borrower”  
«Partnership\_Name»


By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

“Developer”

\_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

OAHTC Letter

OREGON AFFORDABLE HOUSING TAX CREDIT PROGRAM				
Loan Name	Main on Main			
Number of Units	34			
Loan Amount	325,000			
Amortization	360			
Subsidized Interest Rate	2.00%			
Monthly Pmt	1,201	14,415	(annual)	
		4%		
Year	Avg Balance	Tax Credit		
1	320,686	12,827		
2	312,611	12,504		
3	304,373	12,175		
4	295,968	11,839		
5	287,394	11,496		
6	278,647	11,146		
7	269,723	10,789		
8	260,620	10,425		
9	251,332	10,053		
10	241,857	9,674		
11	232,191	9,288		
12	222,329	8,893		
13	212,269	8,491		
14	202,005	8,080		
15	191,535	7,661		
16	180,853	7,234		
17	169,955	6,798		
18	158,837	6,353		
19	147,495	5,900		
20	135,924	5,437		
	TOTAL	187,064	9,353	(avg)
OAHTC Subsidy/Unit/Month		\$	23	
NOAH makes no representations as to its ability to make a loan on this project.				
If NOAH decides to issue a commitment to lend on this project, NOAH may be				
willing to participate in the Oregon Affordable Housing Tax Credit program.				
				
<div style="background-color: #cccccc; padding: 2px;">Jake Kirsch</div>				
<div style="background-color: #cccccc; padding: 2px;">Relationship Manager</div>				
Date: January 28, 2016				



February 3, 2016

Ms. Nora Cronin  
St Vincent de Paul Society of Lane County  
P.O. Box 20648  
Eugene, OR 97402

RE: Main on Main (the "Project")  
Springfield, OR

Dear Nora:

NEF has reviewed the development and operating budget and is pleased to present this letter of interest with the intent of acquiring the limited partnership interests in the Main on Main development. We understand the project will involve the new construction of 35 one-bedroom units in Springfield, OR. The following is a summary of terms for an equity investment in the project. This summary of terms is based on information we have received and assumptions made by NEF regarding the development budget, lease up schedule, pro-forma operating statements, and ownership structure.

**Investment Equity:**

To-be-formed Limited Partnership  
The General Partner shall be a single purpose entity whose members shall include St. Vincent de Paul Society of Lane County and Mainstream Housing Incorporated, with a combined .01% ownership interest in the partnership, and NEF as limited partner with a 99.99% ownership interest in the partnership.

**Federal Tax Credits Available:** \$635,000

**Price per Credit:** \$0.99

**Net LIHTC Tax Credit Equity:** \$6,285,871

The equity would be paid pursuant to the following schedule

Project Milestone	Date	Qtr Paid	Development Costs Percent	Project Cost	Developer Fee Percent	Developer Fee	Total Reserves Payment	NEF Reserves	Total Equity Paid	Total Equity Percent
	10/1/16	12/31/16	15.00%	811,967	25.00%	200,000		0	1,011,967	16.10%
	3/1/17	9/30/17	5.00%	270,656	25.00%	200,000		0	470,656	7.49%
	3/1/18	3/31/18	80.00%	4,330,493	50.00%	400,000	72,755	72,755	4,803,248	76.41%
	4/1/18	6/30/18		0		0		0	0	0.00%
				0		0		0	0	0.00%
			100.00%	5,413,116	100.00%	800,000	72,755	72,755	6,285,871	100.00%

**Capitalized Operating Reserve:** \$72,755

**Replacement Reserves:** \$300 PUPA

**Asset Management Fee:** \$3,500 annually to NEF; an annual, cumulative Partnership Management Fee paid to the General Partner in the amount of \$7,500.

**Other Terms and Conditions:**

- 1) The General Partner must have a firm commitment for fixed rate permanent financing with terms, conditions acceptable to the Limited Partner.
- 2) Receipt, review and approval of the market study, appraisal, environmental and geological reports, plans and specifications, contractor and other conditions which are customary and reasonable for an equity investment of this nature.
- 3) It is anticipated that St. Vincent de Paul will provide the standard LIHTC guarantees.

Upon the project's receipt of an allocation of low income housing tax credits, NEF will issue our initial commitment letter and begin our internal due diligence process. Any binding commitment can only be issued by NEF following the completion of a due diligence review and investment committee approval.

We are very excited about the prospects of investing in your development. Please contact me with any questions.

Sincerely,



Monika Elgert  
Vice President



## MAINSTREAM HOUSING, INC.

325 A Street, Springfield, OR 97477 541.484.4868 [www.mainstreamhousing.org](http://www.mainstreamhousing.org)

February 1, 2016

To Whom It May Concern:

In 2013, Brethren Community Services donated \$50,000 for the purpose of developing the property at 11<sup>th</sup> and Main in Springfield as affordable housing.

The original donation was \$50,000. Some predevelopment activities have already been completed and paid for using these funds. The current balance of the donation that will be used for the Main on Main project is \$42,946.

Sincerely,

Jaclyn LaRue  
Executive Director



Housing And Community Services Agency of Lane County  
177 Day Island Road, Eugene, OR 97401-2484



(541) 682-3755 | Fax (541) 682-3411 | [www.hacsa.org](http://www.hacsa.org)

February 2, 2016

**Nora Cronin**

Housing Development Associate  
St. Vincent de Paul Society of Lane County, Inc.  
PO Box 24608  
Eugene, OR 97402

Dear Nora,

The Housing And Community Services Agency of Lane County (HACSA) has agreed to utilize seven (7) Housing Choice Vouchers for a Local Preference in partnership with St. Vincent de Paul at the Main on Main project. This Local Preference would be used for individuals with developmental disabilities that would be required to reside at the Brethren Project for a period of one year. The families would need to meet all of the eligibility requirements for Section 8 to receive the subsidy. These units would be reserved for households where at least one member in the household is a person with a developmental disability.


To qualify as a person with a developmental disability, the DD individual must meet the DD criteria as defined by Lane County DD Services and have a Case Manager or Personal Agent through Lane County or a local brokerage such as Full Access or Mentor Oregon. Referrals for the waiting list will come from Lane County DD Services, the Lane County Consolidated Wait List, local brokerages, and other local agencies such as First Place Family Shelter, Catholic Community Services and the Eugene Mission. The families would not have to move after a year, but that option would be available to them. A new family meeting the above requirements would be selected to replace any families that moved.

HACSA would provide the rental subsidy for one bedroom vouchers with the maximum rent at \$600.00 per month. The families would be required to pay 30 percent of their adjusted gross income for rent and their own utilities. After the first year under lease the rent may be raised if the rent increase falls within the regulatory limits.

HACSA reserves the right to deactivate the Local Preference if it does not have available slots or funding becomes unavailable.

This letter is the initial agreement and will be followed by a Memorandum of Understanding.

Sincerely,

  
**Jacob Fox**  
Executive Director  
Housing and Community Services Agency

## **TAX CREDIT INVESTOR STATUS**

SVDP has received a letter of intent from National Equity Fund (NEF) for the Low Income Housing Tax Credit equity at Main on Main. The purpose of the letter at this stage in the development of the project is to show that there is interest from a potential tax credit investor to partner in this deal, as well as showing us preliminary pricing and terms for the deal. After the project receives a tax credit allocation from OHCS, SVDP will continue discussions with NEF and also reach out to other potential investors in order to negotiate the best possible price and terms for the project.

## SECTION 8 PROJECT OPERATIONS

### Operations Narrative

1. Please provide a narrative description of the long term operations (specifically related to the Income and Expenses tabs in your proforma). Please justify costs and assumptions. Describe how the projected revenue was determined. Please describe why the rents were selected and why they are appropriate to the long term viability of the project.

The operating budget is based on 3 years of actual expenses at four SVDP comparable properties. We looked at Aurora Building (54 units) and Lamb Building (35 units) in Eugene and Royal Building (33 units) and Aster Apartments (55 units) in Springfield. These are very similar projects (especially Lamb and Royal, which are similar construction type, number of units and unit sizes) and give us a really good indication of what the operating expenses will be at **Main on Main**. SVDP also worked closely with NOAH, the permanent lender, to make sure the operating budget is comparable to their portfolio and fits within their underwriting criteria.

We believe our expense projections are reasonable and adequate for a successful project, ensuring proper operation and management of the project without additional local or State investment needed during operation.

Rents are set as low as possible at or below 50% AMI, while still being able to pay all expenses and cover the permanent debt. This results in a net rent of \$448, which is affordable at 48% AMI. For comparison, the current net rent at Royal Building, which is less than a mile from this project, is \$453. We used 2015 utility allowances. Tenants only pay electric. The seven DD units will receive vouchers. The current voucher amount for a one-bedroom unit is \$600 gross rent. We have included the difference between the voucher amount and required rent in a separate line item under Service Revenue. This difference will be used to subsidize supportive services that will be provided by Mainstream Housing to the DD tenants.

Other revenue (laundry income, late charges, etc.) is based on comparables.

The primary debt coverage ratio (DCR) is at 2.47 in year 1. This is higher than typical; however, it is necessary because of our very low rents and the number of units. The DCR drastically decreases over time because expenses are projected to increase at 3%, however, rents are only projected to increase at 2% (this is typical underwriting). In order to get a DCR of 1.0 in year 20, which is the absolute minimum required for loan underwriting, the DCR in year one needs to be high.

### Attachment

☒ Documentation of utility allowance schedule.



# Springfield - Goshen - Seavey Loop -- SUB 4799

(includes Electricity)

CO	DD	GAS Sp Ht Water Ht Cook	GAS Sp Ht Water Ht	GAS Sp Ht	OIL Sp Ht Water Ht	OIL Sp Ht	GAS Water Ht
0BR							
MULTI		47	45	45			45
1BR							
SINGLE		59	57	57	81	68	57
MULTI		56	54	54			54
2BR							
SINGLE		71	69	69	101	85	70
MULTI		66	64	64			63
3BR							
SINGLE		81	78	79	118	99	78
MULTI		76	74	74			73
4BR							
SINGLE		92	88	88	136	114	88
MULTI		86	83	83			82
5BR							
SINGLE		101	98	98	154	128	98

ALL ELECTRIC	UTIL ALLOW
SINGLE:	
1BR	49
(House) 2BR	62
3BR	70
4BR	80
5BR	90
MULTI:	
(Duplex,	0BR 37
or Apt.,	1BR 46
or Multi	2BR 56
Plex)	3BR 65
	4BR 75

WATER ALLOWANCES			SEWER ALLOWANCES			GARBAGE RATES		
	Bdrm	Allowance		Bdrm	Allowance		Bdrm	Allowance
Sprngfld	0	32	Sprngfld	0	38		0	17
Inside	1	33	Inside &	1	38		1	17
City	2	40	Glenwood	2	55		2	17
	3	48		3	74		3	17
	4	56		4	92		4	24
	5	65		5	113		5	24
Sprngfld	0	39	Sprngfld	0	N/A		0	19
outside	1	42	outside	1	N/A		1	19
Goshen	2	53	Goshen	2	N/A		2	19
Seavey Loo	3	67	Seavey Loo	3	N/A		3	19
	4	80		4	N/A		4	30
	5	95		5	N/A		5	30
Glenwood	0	21	For all single family or duplexes within City of Springfield where there is a septic system, there is no sewer charge, but there is a SLOWMATER FEE of \$13.12 a month					
& Rainbow	1	22						
	2	29						
	3	37						
	4	45						
	5	54						

## UTILITY ALLOWANCE 2015

Updated: 03/30/15

Non Electric Heat	_____
Elect for Lighting	_____
Elec/Lighting & Heat	_____
Water	_____
Sewer	_____
Garbage	_____
Well (1)	_____
Range (4)	_____
Refrigerator (5)	_____
Microwave (2)	_____
TOTAL	_____

NAME \_\_\_\_\_

ADDR \_\_\_\_\_

DATE \_\_\_\_\_

Lease Up  Annual

## SECTION 9 PROJECT TEAM

### Personnel

1. List the names of key members of the organization's development team, their titles and their years of experience in affordable housing below.

Name	Title <i>(e.g., executive director, project manager.)</i>	Years Experience in Affordable Housing
Terrence R. McDonald	Executive Director	28
Nora Cronin	Housing Development Associate	10
Kristen Karle	Housing Development Director	14
Anne Williams	Housing Programs Director	24
Mitch Allen	Property Management Director	14

### Organizational History

2. Has the organization developed affordable housing projects previously? Yes ☒ No ☐

3. Experience:  Years

4. Has the organization done similar projects to that for which you are seeking funds for through this application:

- a. Number of similar projects completed:  Projects

- b. Please describe the similar projects completed and their current status:

In our 26 year history of developing affordable housing, SVDP has developed over 1,200 units of affordable housing in the state of Oregon, including 23 tax credit projects. All 23 tax credit projects are complete, occupied, and performing well. We also have our 24<sup>th</sup> tax credit project currently under construction. Alona Place will be completed in September 2016.

5. Number Units Placed in Service:  Units

6. When was the organization last audited? Our 2015 audit is not complete yet so I have answered these questions based on our 2014 audit. The 2015 audit should be complete by March 2016.

- a. Were there any findings? Yes ☒ No ☐

- b. Have these findings been resolved? Yes ☐ No ☒

- c. If not, what is your plan for resolution?

The plan of action for each finding is listed in the attached audit, Pages 29-33 (Adobe pg 32-36). All but two items have been resolved. SVDP has hired a new staff person who is in the process of addressing the unresolved items in findings 1 and 2.

7. Is the Sponsor organization currently engaged in any project workouts? Yes ☐ No ☒

a. If yes, please list any projects in workout, and provide a brief summary of the reason for the workout status.

	Project Name	Reason for Workout
1.		
2.		
3.		

### Ownership Entity

8. What is the legal status of the Ownership Entity for the project?

☐ Currently Exists

☒ To Be Formed prior to receiving a HOME award. Estimated formation date 12/31/2016

9. Ownership Entity Information

Name: To be formed Limited Partnership

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_ Federal Identification Number: \_\_\_\_\_

10. Individuals/Organizations that Comprise the Ownership Entity (if known at time of application):

Name	Address	Phone	Entity Type	Federal ID #	% Ownership
TBD Limited Partner			Limited Partner		99.99%
SVDP	2890 Chad Drive, Eugene, OR 97408	541-687-5820	General Partner*	93-0454786	TBD
Mainstream Housing	325 A Street Springfield, OR 97477	541-484-4868	General Partner*	93-1032897	TBD

\*SVDP will be the lead General Partner and be responsible for all aspects of development and construction. Mainstream Housing will have some ownership interest in the project, the exact percentage will be determined as we continue to work with our financial partners.

11. Is the relationship between the ownership entity and organization expected to change over time? Yes ☒ No ☐

a. How will the relationship change?

It is the intention that Mainstream Housing will eventually take full ownership of the project after the initial 15 year tax credit compliance period. We will work with all financing partners (including the HOME Consortium) to determine the correct structure and timing to assure that all conditions of funding and

underwriting are met. In the event that Mainstream Housing is unable or uninterested in full ownership, SVDP, as the other General Partner, will take full ownership. Regardless of which General Partner assumes ownership, all affordability restrictions will remain.

### Property Management

12. Briefly summarize the management plan for this project. Be sure to address facility maintenance, on-site management, and services provided:

SVDP will manage this property. All leases, income certifications and rent payments are handled at our administrative office on Chad Drive. There will be a full-time onsite manager that does light maintenance, janitorial, light landscaping, and oversees general operations of the building. Tenants are instructed to send request for repairs or work orders in writing to the onsite manager. The onsite manager determines urgency and, if they need additional maintenance help to complete the request, the onsite manager will send the request to the Facilities Manager. It is then placed on the schedule according to the seriousness of request and availability of maintenance staff. It should be noted that a 24-hour pager number is given to all tenants in case of an emergency maintenance need. SVDP has its own maintenance staff to take care of most of the ongoing maintenance needs of our properties. However, sometimes it is necessary to contract out for certain tasks and to supplement our maintenance staff. All contracted services are scheduled through the Facilities Manager. The Property Management Director and Facilities Manager will work together to manage the budget for ongoing repairs and maintenance, as well as to manage the replacement reserve schedule for bigger capital improvements.

13. Explain your marketing strategy and the tenant selection process, including the establishment and management of any waiting lists.

SVDP is dedicated to providing quality affordable housing for low income households throughout the communities we serve. SVDP will market the units at **Main on Main** in an affirmative manner and in accordance with Fair Housing.

A separate waiting list will be started for this property 3 months prior to construction completion. SVDP has an ongoing collaborative relationship with most of the service providers in our area, including but not limited to: Senior & Disabled Services, Adult & Family Services, Housing and Community Services Agency of Lane County, Centro Latino, Veteran Affairs, Womenspace, and Laurel Hill Center. When units become available, SVDP notifies these organizations to spread the word amongst their clients. SVDP also advertises on Craigslist and posts to our social media sites.

Mainstream will maintain the wait list for the 7 units designated for households where at least one member in the household is a person with a developmental disability. Mainstream will refer these potential applicants to SVDP, who will process all rental applications.

14. Describe your organization's experience with income verification including information collected, required documentation, and third party verifications.

SVDP owns and manages over 1,100 units of affordable housing, all of which have varying degrees and complexities of compliance and income verification. Our staff is well-versed in HOME and LIHTC compliance and the requirements for income verification and documentation. Staff regularly attends compliance and fair housing trainings to keep up-to-speed on any changes and updates.

15. If you contract with a property management agency, discuss the management agency's ability to efficiently maintain additional properties and assets.

N/A

16. Will management be provided on site?

Yes ☒ No ☐

a. If yes, form of management:

- ☒ Resident Manager(s) - Number of units:   
☐ Management office (Business Hours Only)  
☐ Management office (24 hr)  
☐ Other, Describe:

b. If no, describe your service area and how this project fits within your organization's capacity.

N/A

17. List the names of key property management staff, their titles and their years of experience in affordable housing.

Name	Title (e.g., project manager, intake staff)	Years Experience in Affordable Housing
Mitch Allen	Property Management Director	14
Allen Shirk	Facilities Manager	17
Jennifer Cervantes	Compliance Manager	8

### Attachments

- ☒ Development consultant agreement  
☒ Most recent audited financial statement and current year operating budget

Please complete the following Excel form in Attachment D and place in this section:

► Form 9, Identity of Interest Matrix

## Form 9

If any individual or entity for the Project is Controlled By, In Control Of, Affiliated With, a Related Party to, or has an Identity of Interest with any of the other individuals or entities for the Project, mark each applicable box with an "X." If there is an "X" marked for any of the individuals or entities for the Project, include a detailed description of the relationships between the parties.

	Ownership Entity	Project Sponsor/Developer	General Partner(s)	Party(ies) to a Joint Venture	Managing Member(s) of LLC	Company Member(s) and/or Managers of LLC	Seller/Lessor of Land or Building(s)	General Contractor(s)	Project Management	Engineer(s)	Architect(s)	Subcontractor(s)	Material Supplier(s)	Attorney(s)	Accountant(s)	Lender(s)	Property Manager	Syndicator(s)	Board Member(s)	Other: _____
Project Sponsor/Developer	X																			
General Partner(s)	X	X																		
Party(ies) to a Joint Venture																				
Managing Member(s) of LLC																				
Company Member(s) and/or Manager(s) of LLC																				
Seller/Lessor of Land or Building(s) included in Project																				
General Contractor(s)																				
Project Management Consultant(s)																				
Engineer(s)																				
Architect(s)																				
Subcontractor(s)																				
Material Supplier(s)																				
Attorney(s)																				
Accountant(s)																				
Lender(s)																				
Property Manager(s)	X	X	X																	
Syndicator(s)																				
Board Member(s)																				
Other: _____																				
Other: _____																				

Explanation of identified Identities of Interest:

St. Vincent de Paul is the Project Sponsor, Developer, General Partner, which is part of the Ownership Entity, and Property Manager. This is the same structure as all of our tax credit projects.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ST. VINCENT DE PAUL SOCIETY OF LANE COUNTY, INC.  
AND  
MAINSTREAM HOUSING, INC.  
DEVELOPMENT SERVICES**

## **Introduction**

St. Vincent de Paul Society of Lane County, Inc. (SVDP) is a nonprofit human services organization committed to providing comprehensive programs to alleviate poverty and to help all individuals to find a path out of poverty and into self-sufficiency. We accomplish our mission in six core areas: Affordable Housing, Emergency Services, Homeless Services, Recycling Programs, Retail Thrift Stores, and Self-Sufficiency Services.

Mainstream Housing Incorporated (MHI) provides quality, affordable housing options for people with developmental disabilities. MHI utilizes a mixed housing model that integrates housing for people with developmental disabilities with other low income households. Through its resident service program, MHI is committed to providing more than just a house, we provide a home.

This partnership between SVDP and MHI represents the efforts of both agencies to integrate quality housing and services for the targeted population and develop the most feasible project for this site.

## **Project**

The goal of the project is to redevelop the property currently owned by the Springfield Church of the Brethren (SCOB) located at 1062 and 1072 Main Street in Springfield, OR. MHI and SVDP mutually agree that the redevelopment project will require tearing down the existing buildings, relocating current tenants to appropriate housing, and constructing a new building of affordable housing. The new housing will consist of 35 one bedroom apartments with 20% of the units designated for persons with developmental disabilities.

## **Scope of Agreement**

The purpose of this document is to outline the mutual expectations and respective responsibilities of SVDP and MHI in regards to this project. If and when this project moves forward with funding awards, SVDP and MHI will enter into MOU's more specifically defining development, construction management, resident services, and property management expectations, responsibilities, compensation, and staffing.

Under this agreement, SVDP will act as the lead developer and be responsible for the following:

1. Develop a budget, plan and timeline for the most feasible project for this site. This includes recommendations for the following: number of units, ownership structure, and funding sources.
2. Work with architect to identify and address development and site challenges.
3. Lead coordination of meetings with appropriate consultants.
4. Receive approval from MHI before authorizing any funds to be spent on predevelopment activities.

5. Arrange for necessary financing, including preparation of applications for rental assistance, grant and loan financing.
6. Prepare application for HOME funds through the HOME Consortium's RFP due February 5, 2016.
7. Coordinate and execute option agreement with SCOB for purchase of property.
8. Complete all due diligence with regard to the option agreement (appraisal, environmental review and testing, etc.).
9. Work with ShelterCare to develop an appropriate plan for relocation of existing tenants. Lead relocation proceedings.
10. Be the lead contact with the city of Springfield and the HOME Consortium.
11. If successful with HOME funding application, prepare application to Oregon Housing and Community Services (OHCS) in the next NOFA for tax credits and other state funds.
12. Keep MHI apprised of all major aspects of the development process.

MHI will be responsible for the following:

1. Participate in planning and design of the project.
2. Contribute \$42,946 in predevelopment funds.
3. Provide assistance in applications for funding.
4. Assist in securing rental assistance for the 7 DD units.

## Compensation

SVDP will waive a development fee for the services provided under this agreement until such time as this project receives all necessary funding and will move forward with construction.

## Amendment of Agreement

Services provided under this agreement may only be amended with written agreement from both parties.

## Term of Agreement

This agreement will go into effect immediately and remain in place until December 31, 2016, at which point both parties will evaluate the scope and feasibility of the project and decide whether the project should continue to move forward. The term can be extended only by agreement of both parties.

Mainstream Housing, Inc.

By: \_\_\_\_\_

Jaclyn LaRue  
Executive Director

St. Vincent de Paul Society of Lane County, Inc.

By: \_\_\_\_\_

Terrence R. McDonald  
Executive Director



**St. Vincent de Paul**

Summary of All Units  
For the Twelve Months Ending September 30, 2014

	SVdP General	Housing	Services and Training	Manufacturing	Retail, Recycling	Total
<b>Revenue</b>						
Contributions	\$25,000	\$234,655	\$569,500	\$1,500	\$423,000	\$1,253,655
Donations in-kind		1,000	1,238,189			1,239,189
Reimbursements	45,006	235,492				280,498
Sales, net				2,775,165	12,194,775	14,969,940
Grants		1,400,540	776,185	786,683		3,013,408
Rent income	50,000	2,246,436	3,750		19,500	2,273,186
Contract services	3,500	299,246	515,767	5,500	775	821,288
Developer fees		758,064				758,064
Miscellaneous income	50,000	84,200	86,450	9,300	100,825	330,775
<b>Total Revenue</b>	<b>173,506</b>	<b>5,259,633</b>	<b>3,189,841</b>	<b>3,578,148</b>	<b>12,738,875</b>	<b>24,940,003</b>
Purchases and freight			6,600	279,294	1,940,584	2,226,478
Inventory adjustment				83,500	(220,000)	(136,500)
<b>Total Cost of Goods Sold</b>			<b>6,600</b>	<b>362,794</b>	<b>1,720,584</b>	<b>2,089,978</b>
<b>Gross Margin</b>	<b>173,506</b>	<b>5,259,633</b>	<b>3,183,241</b>	<b>3,215,354</b>	<b>11,018,291</b>	<b>22,850,025</b>
<b>Operating Expenses</b>						
Salaries and wages	809,222	1,740,808	996,837	1,224,460	5,961,500	10,732,827
Fringe benefits	163,867	352,514	201,860	338,221	1,207,204	2,263,666
Rent	(144,000)	61,000	34,825	228,350	1,011,580	1,191,755
Utilities	26,250	365,331	128,500	143,841	485,909	1,149,831
Client assistance		690,041	252,660		1,050	943,751
Client assistance - Food LC			1,217,189			1,217,189
Supplies	55,535	71,797	114,165	184,961	271,025	697,483
Telecommunications	15,800	43,265	20,560	14,136	53,270	147,031
Insurance	210,000	34,650	37,550		15,900	298,100
Bldg. & vehicle repair & maint.	47,200	256,637	31,865	20,454	150,175	506,331
Travel, mileage, meetings, etc.	3,135	91,395	27,390	130,937	19,250	272,107
Professional services	115,180	236,215	14,285	9,721	37,140	412,541
Commission		27,600		1,850		29,450
Advertising	500	1,100	2,130	1,430	189,490	194,650
Fees, licenses, and taxes	20,600	46,620	9,725	32,431	180,155	289,531
Program Expense		6,700				6,700
Truck and trailer		18,110	14,795	255,100	205,695	493,700
Other	13,800	67,434	46,270	51,075	15,415	193,994
Parking Expense		1,285	100		1,610	2,995
Bad debt		2,000	4,000	7,000		13,000
Depreciation		576,800	51,500	40,100	240,000	908,400
<b>Total Operating Expenses</b>	<b>1,337,089</b>	<b>4,691,302</b>	<b>3,206,206</b>	<b>2,684,067</b>	<b>10,046,368</b>	<b>21,965,032</b>
<b>Income From Operations</b>	<b>(1,163,583)</b>	<b>568,331</b>	<b>(22,965)</b>	<b>531,287</b>	<b>971,923</b>	<b>884,993</b>
Interest (Income)	(350)	(1,050)	(175)	(1)		(1,576)
Interest expense	185,000	292,825	25,000	3,350	76,100	582,275
Overhead	(1,348,233)	539,259	269,629	269,647	269,700	2
<b>Other (income)/expense</b>	<b>(1,163,583)</b>	<b>831,034</b>	<b>294,454</b>	<b>272,996</b>	<b>345,800</b>	<b>580,701</b>
<b>Net Income</b>		<b>(262,703)</b>	<b>(317,419)</b>	<b>258,291</b>	<b>626,123</b>	<b>304,292</b>

## SECTION 10 SERVICES

### Intake and Transition

1. If in Section 3, you indicated that your organization is working with a referral agency, describe their focus and service areas:

Mainstream Housing Incorporated (MHI) will maintain the wait list and refer potential applicants for the 7 units designated for households where at least one member in the household is a person with a developmental disability. To qualify as a person with a developmental disability, the individual must meet criteria as defined by Lane County DD Services and have a Case Manager or Personal Agent through Lane County or a local brokerage such as Full Access or Mentor Oregon. MHI gets its referrals for the wait list from Lane County DD Services, the Lane County Consolidated Wait List, local brokerages, and other local agencies such as First Place Family Shelter, Catholic Community Services and the Eugene Mission.

MHI provides affordable housing options for people with developmental disabilities. MHI has a long history of success in the area of special needs housing. In the 10 years from 1990 to 2000, MHI constructed and/or renovated 32 group homes for the State of Oregon. Since 2000, MHI has focused on the construction and rehabilitation of multi-family rental units for a mixed population of people with developmental disabilities and other low income households. MHI's model of service provides continuous access to community resources and highly individualized support for our DD tenants. Their support programs seek to mitigate behaviors and problems that put people at risk of homelessness. Their focus is on helping people with developmental disabilities work towards success in the areas of independent living and retaining permanent residency.

2. If in Section 3, you indicated that your organization is **NOT** working with a referral agency, describe how individuals and families will find out about your program:

N/A

- a. If your organization intends to serve homeless individuals and families, indicate your expected client source (check all that apply):

☐ Streets

☐ Shelters

☐ Hospitals

☐ Jails

☐ Other (please explain)

3. Specify any imposed time limit on tenancy (i.e. up to 24 months for transitional housing).  N/A Months

4. Explain how time-limited households will transition into permanent housing.

N/A

### Case Management and Other Services

5. Describe your case management or services model and how it leads to housing stability and self-sufficiency for the client.

In addition to the Resident Service program that SVDP will have in place on the property, Mainstream Housing will provide additional Housing Support Services for the tenants in the 7 designated DD units. This population needs more supportive services to maintain housing stability than a traditional tenant. Individuals with developmental disabilities typically have substantial functional limitations in multiple areas that limit their ability to be successful tenants. These areas often include limited life skills, such as those around cleaning, hygiene, boundaries and budgeting. Providing housing support services in addition to a resident service program has proven to be an effective strategy for helping DD residents overcome these limitations.

Each person with a developmental disability has a personal case manager through either Lane County DD Services or a local brokerage such as Full Access, Peace or Mentor Oregon. A majority of these individuals also have a personal care provider who assists with daily living challenges. The MHI Housing Support Service Coordinator works closely with the individual's case manager and care provider on issues related to success in living independently and retaining residency.

The role of the MHI Housing Support Service Coordinator is as follows:

- Serves as a liaison between SVDP property management and the tenant.
- Communicates with the tenant and their case manager about any property management concerns that could potentially lead to eviction.
- In coordination with the case manager, develops a service plan designed to mitigate factors that are cause for concern and could potentially lead to eviction.
- Works with tenants on life skills necessary to live independently and retain residency.
- Provides ongoing boundaries group training sessions designed to assist DD tenants in communication and behavioral skills necessary to peacefully co-existence with other tenants.

The general resident services program was described in detail in Section 3.

6. What are the proposed staffing levels (case manager to household ratio)?

1 case managers to 1 households \*outside case managers through Lane County DD Services or a brokerage  
1 MHI Housing Support Service Coordinator to 7 households  
1 Resident Services Coordinator (0.25 FTE) to 35 households

7. If services will be provided by another agency, provide the name of the organization that will provide the services, the roles and responsibilities of the agency, and who will be the lead.

Service Provider	Role/ Responsibility	Lead at Service Provider
Mainstream Housing	1. DD waiting list and referral of DD tenants 2. Housing Support Services Coordinator	Jaclyn LaRue, Executive Director

8. Describe how coordination of services will be handled.

SVDP Property Management will notify Mainstream Housing when a vacancy occurs in one of the 7 units reserved for people with a developmental disability. MHI will then provide SVDP with qualified DD tenants from the DD wait list. SVDP Property Management will be responsible for all further tenant screening and leasing and move-in.

Once a tenant is placed, SVDP Property Management and the SVDP Resident Services Coordinator will work in close communication with the MHI Housing Support Service Coordinator if any concerns arise concerning the tenant. The MHI Housing Support Service Coordinator will discuss the concern with the tenant and their case manager and develop a service plan that addresses the concern.

The SVDP Resident Services Coordinator will organize and coordinate other service programs and offerings and will coordinate with the MHI Housing Support Service Coordinator to ensure the DD population feels welcome and will encourage integration with the other residents.

### **Project Fit with Agency Mission**

9. Briefly describe how this project fits the organization's mission and that of any project partner's mission.

The ultimate goal of SVDP is to eradicate poverty in our community. We anticipate doing this one person or family at a time. SVDP's mission is to "assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of St. Vincent de Paul Society of Lane County." Our objective is to implement service programs that provide opportunities for the homeless, destitute, and at-risk populations to become self-sufficient. These programs include: Emergency services/provisions (food and basic needs), affordable housing, vocational training/job placement, and economic development through recycling.

Developing **Main on Main** will create more long term affordable housing in our community. We have seen great success with the Royal Building, which has a waiting list of over 300 households. It is essential to try to keep meeting the great need for affordable housing. With each unit in our growing portfolio of housing, SVDP is able to affect greater stability and long term success for those in our community that need it most.

Mainstream Housing's mission is to support affordable housing options for people with developmental disabilities. This project furthers that mission by providing 7 new affordable housing units for people with developmental disabilities who are capable of living independently in an integrated community.

10. Describe your property management experience, or that of your proposed property manager entity, as it relates to working with the proposed population.

SVDP has over two decades of experience developing affordable housing. We currently own and manage over 1,100 units of affordable housing in the state of Oregon, serving mostly very low and low income households. We work extensively with other providers to create units for specific populations. Our staff is trained and experienced to work with the population at this project.

### Cultural Competency

11. Explain how your organization will provide culturally competent services that meet the needs of the proposed population.

SVDP Property Management develops a Fair Housing Marketing Plan for each property. We identify which demographic groups are least likely to apply for housing without special outreach efforts and develop a plan to target marketing to those groups. We have fostered relationships with all the appropriate organizations in our community to successfully outreach to these minority groups.

SVDP staff is regularly trained on Fair Housing rules and know how to address concerns and meet the needs of the populations we serve. Additionally, we have bilingual staff to communicate and provide translated written documents to our Spanish speaking tenants.

Mainstream Housing will provide translators for its DD tenants as needed to communicate with the Housing Service Coordinator. The MHI Housing Service Coordinator will link tenants in the 7 DD units to appropriate community cultural resources.

12. Describe how your organization's staff and board reflect the population that will be served, and how your organization is working to broaden staff and board diversity and knowledge around cultural competency.

SVDP staff is slightly more diverse than the population we serve. Both our staff and the people we serve are more diverse than our community as a whole, although pretty much in line with the state of Oregon. Here is 2013 data for Lane County and Oregon for reference, compared to 2014 year-end data on staff and residents in our housing:

	SVDP Staff	SVDP Tenants	Lane County	Oregon
White alone, not Hispanic or Latino	76%	75%	84%	78%
Black or African American alone	2%	2%	1%	2%
American Indian and Alaska Native alone	4%	1%	1%	2%
Asian alone	2%	1%	3%	4%
Native Hawaiian and Other Pacific Islander alone	<1%	<1%	<1%	<1%
Two or More Races	3%	3%	4%	4%
Hispanic or Latino	13%	9%	8%	12%
Unknown/did not specify	-	9%	-	-

The people who live in our housing closely reflect the ethnic/racial profile of our community as a whole. In recent years, we have increased our outreach to the more underserved communities and communities of color. We have strong relationships with the appropriate local organizations to successfully outreach to minority groups. Our 20 year partnership with Centro Latino Americano ensures an excellent applicant pool of Latino households.

The SVDP Board of Directors has recognized the need for enhanced diversity. We currently have one Executive Board member who is Latino. We are actively trying to recruit more persons of color for our Advisory Boards and for our Executive Board.

### Attachments

<input checked="" type="checkbox"/>	Memorandum of Understanding
<input type="checkbox"/>	Services funding commitment letters

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ST. VINCENT DE PAUL SOCIETY OF LANE COUNTY, INC.  
AND  
MAINSTREAM HOUSING, INC.**

**SUPPORT SERVICES**

## **Introduction**

St. Vincent de Paul Society of Lane County, Inc. (SVDP) and Mainstream Housing, Inc. (MHI) enter into this Memorandum of Understanding with regard to the provision of housing and supportive services at Main on Main in Springfield, OR. This agreement acknowledges that individuals with developmental disabilities experience difficulty locating and maintaining housing, and have functional limitations in multiple life skills. This partnership represents the efforts of both agencies to better provide supportive services to this low-income population.

SVDP will provide 7 one bedroom units of affordable rental housing dedicated to clients of Mainstream Housing at Main on Main. The income limit for these units is at or below 30% area median income. MHI will provide housing support services for the tenants of these units. Terms of this agreement are subject to SVDP's ability to secure financing for the development of Main on Main, which includes but is not limited to: HOME funding, Low Income Housing Tax Credits, rental assistance, and a permanent loan.

## **Scope of Agreement**

The purpose of this document is to establish the conditions under which SVDP and MHI agree to coordinate services for the MHI designated units located at Main on Main

Under this agreement, MHI will be responsible for the following:

1. Provide 7 eligible tenants to reside at Main on Main, using the Lane County DD Services definition of developmental disability.
2. Conduct preliminary income assessment to ensure prospective tenants meet Main on Main income guidelines.
3. Ensure that all tenants are receiving case management from Lane County or a brokerage.
4. Serve as a liaison between the tenant, property management and the case manager/personal agent of the tenant.
5. Provide additional support services such as life skills training in areas that relate to maintaining residency and assistance in helping the tenant integrate into the apartment community.
6. Meet regularly with the project's Resident Services Coordinator (RSC) to coordinate access to additional services MHI participants may require.
7. Submit invoice to SVDP for support services on quarterly basis for reimbursement.

After initial lease-up, if a unit becomes vacant for any reason, MHI will have 2 weeks to identify an eligible tenant to fill the unit. If they are unable to identify a new tenant within 2 weeks or place a qualifying tenant within 1 month, SVDP will fill the vacant unit and the next open unit will be made available to clients of MHI.

SVDP will be responsible for the following:

1. Provide 7 decent, clean, safe and affordable one bedroom units to MHI.
2. Property management of all units including income certification of all clients and maintenance during occupancy.
3. Provide rental assistance for 7 units for qualified tenants.
4. Provide limited service subsidy for these 7 units, estimated by MHI to be \$1,950 total for the first year.
5. Coordinate rental assistance payments.
6. RSC will work with MHI to provide social networking opportunities, referrals to vocational services, and community resources.
7. RSC will ensure that MHI participants are aware of all activities planned for Main on Main tenants and they are able to participate as fully as desired.
8. Notify MHI if any issues arise with their tenants related to lease violation or problems in the unit. Will work with MHI to resolve these issues prior to evicting the tenant.

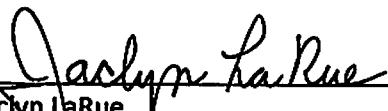
### **Amendment of Agreement**

SVDP and MHI acknowledge that, as financing is secured for the project, funding partners may require additional detail to this agreement. Both parties agree to work together to meet these requirements. Services provided under this agreement may only be amended with written agreement from both parties.

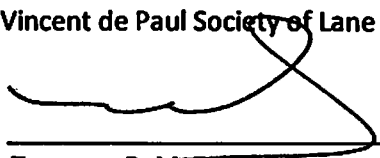
### **Period of Agreement**

Services will be provided beginning upon completion of the project estimated to be July 2018 and continuing, with annual renewal, as long as rental assistance is still available to the project.

Mainstream Housing, Inc.

By:   
Jaclyn LaRue  
Executive Director

St. Vincent de Paul Society of Lane County, Inc.

By:   
Terrence R. McDonald  
Executive Director